

What is the maximum size of the area, height, and width of an open house sign?

Signs can have a maximum area of four (4) square feet per side (signs may be double-sided) with a maximum height of three (3) feet for the sign structure.

Example:



What information should the sign have?

The sign should be simple. It should display "Open House", an arrow, the residence address, and business name.

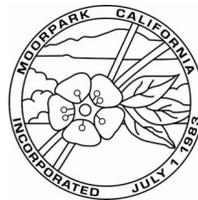
Can you place decorations or other devices on the open house signs?

No balloons, flags, pennants, illuminated plates or any other objects may be placed on or near the signs.



What hours can the signs be displayed?

Open house signs may only be displayed between 7 a.m. and 6 p.m. (No earlier or later) Saturday, Sundays, and caravan day.



City of Moorpark

Community Development Department

799 Moorpark Avenue

Moorpark, CA 93021

Phone: (805) 517-6224

Website: www.moorparkca.gov



Open House Directional Sign Program



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Open House Directional Sign Program



This brochure has been prepared to help answer the most common questions regarding the City of Moorpark's Open House Directional Sign program. For further information, please refer to the City of Moorpark's Municipal Code under Section 17.40.100F.2. Sign Regulations.

Frequently Asked Questions for the Open House Directional Sign Program:

What is the Open House Directional Sign program?

The Open House Directional Sign (OHDS) program allows the placement of "open house" directional signs for single-family homes in the public right-of-way after a permit has been obtained from the City.

What is the public right-of-way?

This includes public streets, sidewalks, and landscaped parkways. It is owned by the public to allow for travel. It does not include private streets or common areas owned by Homeowners' Association.

How to obtain an Open House Directional Sign permit?

Permits are issued by the Community Development Department, located in the Development Services building at City Hall. Each permit will include stickers, which will be required to be placed on the permitted open house signs. You may purchase more stickers for an additional fee. Signs without the sticker permit will be confiscated and a fee will apply to retrieve it, or it will be discarded.

Is a Business Registration required? Yes. All realtors and Real Estate Offices are required to have a Business Registration with the City in order to obtain an Open House Sign Permit.

What will the stickers look like?

The City will use the City of Moorpark logo with a solid background color. Each year the color will change.

Example:



How much will it cost? There are three (3) types of permits you can purchase. Each permit must be renewed annually.

Type of Permit	OHDS Annual Permit Fee	Number of Stickers Issued
Owner/Seller	\$100.00*	5
Individual Realtor	\$100.00*	5
Real Estate Office	\$300.00*	60

Additional Stickers are \$5.00 each

* The fee for any permit issued on or after July 1 of any year shall be prorated to one-half (1/2) of the annual amount.

Where do I place the sticker?

Put the sticker on the lower right corner of the sign.



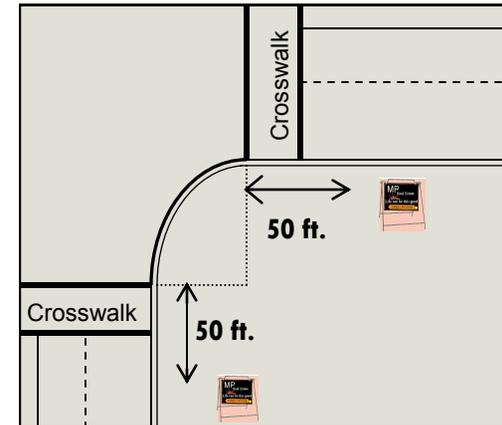
Only one sticker per sign should be placed on the lower right corner.

How many directional signs can be put up?

A maximum of five (5) signs are allowed per open house event.

Where can signs be placed?

Signs can be placed in the public right-of-way as long as they are at least fifty (50) feet away from the intersection. Signs can be placed on private property with permission of the property owner. Signs cannot interfere with or impede traffic of any kind. Wheel chair access (minimum 44 inches in width) must be maintained on the sidewalk. Only one (1) sign can be placed on each side of the street.



What happens if a sign is placed illegally or without a permit?

Unpermitted or illegal signs will be removed by the City and stored at the Community Center. In addition, signs placed on medians, near intersections, or signs blocking wheelchair access will be removed. A sign storage fee of \$5.00 per day will apply. Stored signs that are not retrieved within thirty (30) calendar days will be destroyed in accordance with the law.

Where to go if signs are picked up by the City?

Unpermitted or illegal signs will be stored at the Community Center, located next to City Hall, and can be picked up between the hours of 8 a.m. to 5 p.m. Monday to Friday. For assistance, please call (805) 517- 6224.