

Temporary Sign Permit



Application and Checklist

Permit Fees: \$10 for the first sign + \$2 for each additional sign.

Please fill out this form **completely**, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided.

APPLICANT INFORMATION		
Name of Business / Event:		
Business / Event Contact Name:		
Business / Event Contact Address:		
City:	State:	Zip:
Contact Phone:	Contact Email:	

PROPERTY OWNER INFORMATION		
Property Owner:		
Property Owner Address:		
City:	State:	Zip:
Property Owner Phone:	Property Owner Email:	
County Assessor Parcel Number:		
<p><i>If signs are to be located on more than one parcel, each parcel number must be included on an attachment to this application. Additionally, the permission of every property owner must be secured either through their signature on this application or a written letter attached to this application.</i></p>		

SIGN INFORMATION						
Temporary Sign Category:	<input type="checkbox"/> Special Sales Event or Promotion for Existing Business Limitations: 4 permits for each business site per year, 1 sign per event.					
	<input type="checkbox"/> New Business Limitations: 1 sign per opening.					
	<input type="checkbox"/> Non-Recurring Event for a Business, Individual, or Organization Limitations: 2 permits for entity per year, 6 signs per event + 40 directional signs.					
	<input type="checkbox"/> Recurring Event for a Business, Individual, or Organization Limitations: 1 permit per entity per year, 6 signs per event + 10 directional signs.					
Number of Signs to be Displayed	Type of Sign*	Dimensions		Total Area	Installed Height	Valuation (include labor and materials)
		ft. x	ft.	sq. ft.	ft.	\$
		ft. x	ft.	sq. ft.	ft.	\$
		ft. x	ft.	sq. ft.	ft.	\$
		ft. x	ft.	sq. ft.	ft.	\$
		ft. x	ft.	sq. ft.	ft.	\$
*Sign types: Banner, directional, freestanding, suspended, or projecting.						

FOR OFFICE / REVIEW USE ONLY		
Application Date:	Reviewed by:	Approval Date:
Total Number of Signs:	Permit Fee:	Permit #:

DISPLAY DATES FOR ALL SIGNS

From:	To:
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APPLICATION CHECKLIST

<input type="checkbox"/>	1. A completed application. Applications will be denied unless all of the required information is provided, including the items below.
<input type="checkbox"/>	2. A picture or scaled drawing of each sign showing the sign's dimensions, height and area. It must also include text, graphics, and images to be displayed on the sign. For projecting and suspended signs, provide vertical ground clearance to the bottom of the sign.
<input type="checkbox"/>	3. A diagram of where the each sign will be located on the parcel(s).
<input type="checkbox"/>	4. A list of locations for directional signs, indicating street intersections and which corner the sign will be located on. (For example, SW corner of East Chelsea Dr. and Lancashire Blvd.)
<input type="checkbox"/>	5. In instances where multiple signs will be located on several parcels, provide a letter of permission from the property owner with the parcel number.

ACKNOWLEDGEMENTS

1. All temporary signs must obtain a permit **10 days** prior to the intended display date.
2. Each sign permitted under this application must contain the name, address, and telephone number of the person responsible for the sign, whether as an integral part of the sign or in an inconspicuous place on the sign.
3. All signs must be maintained in good condition during the permitted display period.
4. All signs must have the permission of the property owner prior to approval and placement permitted under this application.
5. All signs permitted under this application must be placed outside of the 35 foot sight triangle at intersections, must be placed at least 6 feet away from the edge of the road, and must not constitute a traffic hazard.
6. All signs permitted under this application will be removed the last day of the display date shown above.
7. The Administrator may cause the immediate removal of illegal signs in the public right-of-way without notification to the permittee.
8. The Administrator may suspend or revoke a permit for any false statements or misrepresentation of fact in the application.
9. Any violation of the Bella Vista Sign Regulations may be subject to a \$250 - \$1000 per week fine, with each week constituting a separate offense.
10. An approved permit will not be issued until all applicable fees have been paid.

Applicant Signature:	Date:
Property Owner Signature:	Date:

FOR OFFICE / REVIEW USE ONLY

Application Date:	Reviewed by:	Approval Date:
Total Number of Signs:	Permit Fee:	Permit #: