

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. All application fees are non-refundable.

PROPERTY INFORMATION							
Contact Name:				Contact Phone:			
Property Address:					Parcel #:		
Subdivision:				Lot:		Block:	
Zoning: <i>(Check one box only)</i>	P-1: <input type="checkbox"/>	A-1: <input type="checkbox"/>	R-E: <input type="checkbox"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
		C-1: <input type="checkbox"/>	C-2: <input type="checkbox"/>	C-3: <input type="checkbox"/>	C-4: <input type="checkbox"/>	I-1: <input type="checkbox"/>	I-2: <input type="checkbox"/>

APPLICANT / AGENT INFORMATION			
Name:			
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

OWNER INFORMATION			
Name:			
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

DISPLAY DATES FOR ALL SIGNS			
Event Name:	Sign Category:	From:	To:
Event Name:	Sign Category:	From:	To:
Event Name:	Sign Category:	From:	To:

Contractor / Owner / Authorized Agent Acknowledgment: By my signature, I acknowledge that I have read, understand, and will abide by the acknowledgements on page 2 of this application. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Signature: _____

Date: _____

FOR OFFICE / REVIEW USE ONLY			
Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	File #:	
Reviewer:	Permit Fees:	Date Paid:	Permit #:
Total # of Signs:	Approval / Disapproval Date:		Receipt #:

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	Type of Sign*	Dimensions	Total Area	Installed Height
		x	sq. ft.	ft.
		x	sq. ft.	ft.
		x	sq. ft.	ft.
		x	sq. ft.	ft.
		x	sq. ft.	ft.
*Sign types: Banner (max. 32 sq. ft.); Directional (max 5 sq. ft.); Free-standing (max. 5 sq. ft.); Projecting; Suspended				

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 each property owner with the parcel number(s) for that owner.

ACKNOWLEDGEMENTS

1. All signs must be maintained in good condition during the permitted display period.
2. All signs must have the permission of the property owner prior to approval and placement.
3. All signs must be placed outside of the 35 foot sight triangle at all intersections, must be placed at least 6 feet away from the edge of the road, and must not constitute a traffic hazard.
4. All signs must be removed the last day of the display date shown above.
5. Illegal signs in the public right-of-way may be removed without notification to the permittee.
6. A sign permit may be suspended or revoked for any false statements or misrepresentation of fact in the application.
7. Any violation of the Municipal Code Regulations for signs may be subject to a \$250.00 to \$1,000.00 per week fine with each week constituting a separate offense.