

# 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: (Check one box only)	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

**APPLICANT / AGENT ACKNOWLEDGEMENT:** By my signature below, I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. 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. *(Please see below for additional acknowledgements).*

Name:		Signature:			
Mailing Address:		City:	State:	Zip:	
Phone:	Phone:	Email:			

### OWNER INFORMATION

**OWNER CERTIFICATION:** By my/our signature below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. Further, I/we authorize the agent, listed below, to represent me/us in proceedings with the City of Bella Vista regarding this application.

Name:		Owner Signature:			
Mailing Address:		City:	State:	Zip:	
Phone:	Phone:	Email:			
Name:		Owner Signature:			
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:

### 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:
Total # of Signs:	Approval / Disapproval Date:	Receipt #:

## SIGN INFORMATION

<b>Temporary Sign Category:</b>	<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 temporary signs must obtain a permit <b>10 days</b> 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 all 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 Planning, Building, and Code Enforcement Department may cause the immediate removal of illegal signs in the public right-of-way without notification to the permittee. 8. The Planning, Building, and Code Enforcement Department 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 \$250.00 to \$1,000.00 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.	
<b>Applicant Signature:</b>	<b>Date:</b>
<b>Property Owner Signature:</b>	<b>Date:</b>

*This application is not valid unless signatures on both the front and back of this form have been provided.*