

**APPENDIX B. TEMPORARY SIGN PERMIT APPLICATION FORM**

**TEMPORARY SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Owner/Manager/Applicant: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Date Sign to be Placed: \_\_\_\_\_

Date Sign to be Removed: \_\_\_\_\_

Sign Description and location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned agrees that the Permit herein issued is subject to the following terms and conditions:

Temporary or portable signs complying with the provisions of this Ordinance are permitted upon approval of the Code Enforcement Officer. Portable signs are signs designed to be transported and for temporary use; including but not limited to signs with the wheels removed; with chassis or support construction without wheels; converted to A or T-frame signs; or attached temporarily or permanently to the ground, or a structure. Temporary or portable signs shall not be approved until the Code Enforcement Officer shall determine it complies with all of the following conditions:

1. No sign shall be placed in the public right-of-way. No sign shall be placed in the parkway (the area between the street and the sidewalk). No sign above a height of three feet shall be in the corner clear vision area (153.109 (K) (L), 156.05)

2. The sign may be displayed up to 60 days in any one year, but not to exceed 30 consecutive days at any one time.
3. One (1) non-illuminated temporary sign, not exceeding five (5') feet in height and thirty-two (32) square feet in area, or a temporary digital sign meeting the criteria established in Section 156.06, which is *Design, Construction and Maintenance*, including the size and setback requirements as contained in 156.06(4)(e).

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4. Religious or non-profit events signs, not exceeding four (4') feet in height and twelve (12) square feet in area, shall be removed within two (2) days after the event, and shall not be displayed for a period exceeding fourteen (14) days. A maximum of ten (10) signs are permitted per event.
5. Two (2) signs, which consist of banners, pennants, posters or ribbons, which are used for grand openings, such signs shall be displayed only during the event, or ten (10) days, whichever is shorter.
6. The Code Enforcement Officer shall secure signature by the applicant on the permit application agreeing that the temporary sign shall comply with all of the provisions of this ordinance, and that the applicant will remove the temporary sign upon expiration of the permit or notification by the Code Enforcement Officer.
7. A fee of \$10.00 shall be required prior to placement of the temporary sign.

I/we agree to the terms of this Temporary Sign Permit within the conditions as outlined above, and agree to remove the temporary sign upon expiration of this permit or notification by the Code Enforcement Officer.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printer Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Driver License Number of Applicant

Title: \_\_\_\_\_



**FOR CITY USE ONLY**

Date Applied for \_\_\_\_\_ Date Approved/Denied \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer