

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; or if there is not a sidewalk, sign to be more than 10 feet from the curb or edge of the road). No sign above a height of three feet shall be in the corner clear vision area (153.109 (K) (L), 156.05)

2. 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).
 - a. The sign may be displayed up to 60 days in any one year, but not to exceed 30 consecutive days at any one time. (156.05.10(1))

3. 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. (156.05.6(5))
4. 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. (156.05.10(2))
5. 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.
6. A fee of \$20.00 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: _____

Printed Name of Applicant

Signature of Applicant

Driver License Number of Applicant

Title: _____

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FOR CITY USE ONLY

Date Applied for _____ Date Approved/Denied _____

Code Enforcement Officer