



TEMPORARY SIGN PERMIT APPLICATION

1. Instructions & Fee Information

- Complete this application providing the requested supplemental documentation described herein, and submit to the Planning department for review.
- This application must be signed by both the applicant and the property owner of record.
- Fee: \$25 per sign.

2. Property Information

Property Address:		Zoning District:
Present Use of Property:	Project Name:	
Property Owner Name:		
Property Owner Mailing Address:	City, State:	Zip Code:
Property Owner Email:	Property Owner Phone:	

3. Applicant Information

Applicant Name:		
Applicant Mailing Address:	City, State:	Zip Code:
Applicant Email:	Applicant Phone:	

4. Type of Temporary Sign

Type of Temporary Sign: <input type="checkbox"/> Development / Construction Sign: Continue to Section 5, skip sections 6 and 7. <input type="checkbox"/> Community Event: Continue to Section 6, skip sections 5 and 7. <input type="checkbox"/> Special Event: Continue to Section 7, skip sections 5 and 6. Application is continued on next page →
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Internal Office Use Only Below This Line

Date Received:	Parcel Number:	Permit Number:	Approved By:
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5. Development / Construction Sign Information

Start Date:	Removal Date:
Required information for Development / Construction Signs (attach to this application):	
<input type="checkbox"/> Site Plan: Show placement of existing and proposed sign(s). Include location, setback from right-of-way lines, and setback from nearest side property line.	
<input type="checkbox"/> Drawing: Show sign face(s), dimensions of sign and support structure, and total sign height ¹ .	

6. Community Event Sign Information

Start Date:	Removal Date:	
Required Information for Special Event or Community Event Signs (attach to this application):		
<input type="checkbox"/> Site Plan: Show placement of existing and proposed sign(s). Include location, setback from right-of-way lines, and setback from nearest side property line.		
<input type="checkbox"/> Drawing or picture of sign with dimensions		
Sign Type:		
<input type="checkbox"/> Balloon <input type="checkbox"/> Banner <input type="checkbox"/> Portable <input type="checkbox"/> Flag <input type="checkbox"/> Other (Describe):		
Sign Area:	Height Above Grade:	Days Already Used This Year ² :

7. Special Event Sign Information

Start Date:	Removal Date:
Required Information for Special Event or Community Event Signs (attach to this application):	
<input type="checkbox"/> Site Plan: Show placement of existing and proposed sign(s). Include location, setback from right-of-way lines, and setback from nearest side property line.	
<input type="checkbox"/> Drawing or picture of sign with dimensions	
Special Event Type:	
<input type="checkbox"/> Change in Ownership <input type="checkbox"/> New Tenant / Location <input type="checkbox"/> Going Out of Business <input type="checkbox"/> Moving – Advertise New Address	
<input type="checkbox"/> Other (Describe):	

8. Signatures

I (we), the undersigned, certify that the information contained in this application form and the requirements attached hereto are true and accurate to the best of my (our) knowledge.

Applicant Signature Date

Property Owner Signature Date

¹ See Zoning Ordinance definition “Height (of a Freestanding Sign or Flag Pole)” under Section 55.40

² Up to 14 days permitted per property between January 1st and June 30th and 14 days between July 1st and December 31st per year; inquire as to availability.