



## APPLICATION FOR TEMPORARY SIGN PERMIT

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**Remove sign on expiration date**

**The fee for a temporary sign is \$25.**

For special business promotions, signs constructed of vinyl, plastic, paper, cloth, poster board or other nonpermanent but water-resistant materials are permitted to be used as temporary signs. **Streamers, pennants, festoons, flags (except American Flag), large air or gas-filled balloons, wind or motion devices, portable signs, searchlights and high flying balloons are prohibited.**

Maximum allowed size for a temporary sign is 32 sq. ft. Only one freestanding sign is permitted per road frontage. Temporary signs for existing businesses can be permitted for up to 16 consecutive days max. No such special permit may be issued at the same location at less than four-month intervals. New businesses may display a temporary sign for 45 days max; closing businesses can display a temporary sign for 30 days. All signs or advertising devices must be set back at least 10 feet from the curb or out of the right-of-way, whichever is greater - or attached to the building (but not on the roof). Ground signs may not be set higher than 6 feet.

**NO SIGN OR PART OF A SIGN MAY ENCROACH ON ANY PART OF THE RIGHT-OF-WAY OF STATE, COUNTY OR CITY.**

**Street Address where sign will be located:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

BUSINESS OWNER'S NAME (if not applicant): \_\_\_\_\_

PROPERTY OWNER (Person, Firm, Corporation, or Agency): \_\_\_\_\_

### DESCRIPTION OF PROPOSED SIGN:

SIGN TYPE: \_\_\_\_\_ SIZE: \_\_\_\_\_ x \_\_\_\_\_ AREA: \_\_\_\_\_ SQUARE FT.

Location of the sign on the site: \_\_\_\_\_

(Sketch the text and the location of the sign on the site or provide photos with application)

**DECAL MUST BE PLACED IN A VISIBLE LOCATION ON THE SIGN FACE OR FRAME**

*By signing this form applicant agrees to indemnify and hold harmless the City for any damages caused by this sign.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_