

TEMPORARY SIGN PERMIT APPLICATION

BUSINESS/ORGANIZATION NAME: _____

LOCATION OF SIGN _____ ☐ **MULTIPLE LOCATIONS**

INSTALLATION DATE: _____ **DATE OF REMOVAL:** _____ **DATE OF EVENT :** _____

DESCRIPTION OF PROPOSED SIGNAGE: _____

REASON FOR SIGNAGE (MARK ONE):

☐ **CIVIC/COMMUNITY SERVICE EVENT:**

An event or gathering sponsored by a nonprofit organization which is not primarily for the purpose of selling or promoting merchandise or services. Signage may include:

- ☒ On site, wall-mounted banners up to 32 square feet
- ☒ On site inflatable advertising devices, beacons and searchlights
- ☒ On and off site temporary portable signs up to 6 square feet per sign face. Off site signs must be placed on private property, **not within the public right of way** (see attached information sheet for determining right of way)
- ☒ Signs may be in place for up to 30 days prior to, and must be removed within 5 days following the event

☐ **SPECIAL SALE/PROMOTION:**

Promotion of a price reduction or incentive based offer for a product or service, for a specified time period.

- ☒ On site, wall-mounted banners up to 32 square feet
- ☒ Only in non-residential zoning districts
- ☒ Maximum of 90 days per calendar year
- ☒ Maximum of (4) events

☐ **GRAND OPENING:**

Promotional event for a newly established business, not including change of ownership or remodel.

- ☒ On site, wall-mounted banners up to 32 square feet
- ☒ On site temporary portable signs, inflatable advertising devices, beacons and searchlights
- ☒ Must occur within 60 days of occupancy
- ☒ Maximum of 30 calendar days of signage

☐ **OTHER**

Please Describe

APPLICANT	BUSINESS OR ORGANIZATION			PRIMARY PHONE
				() -
	CONTACT NAME			ALTERNATE PHONE
				() -
	MAILING ADDRESS			FAX
				() -
	CITY	STATE	ZIP	E-MAIL ADDRESS

I certify, under penalty of perjury, that the information furnished by me is true and correct to the best of my knowledge, and further, that I am authorized by the owner of the above premises to perform the work for which the permit application is made.

Signature

Date