

Application for Temporary Sign Permit



APPLICATION REQUIREMENTS:

- Temporary Sign Permit = \$25
- A picture or sketch of sign showing dimensions and location of sign on property must be attached with this application.
- Certification that notice of this application has been provided to the property owner, if owner is different from applicant.

Name on Sign / Business Name: _____

Location of Sign / Property: _____

Tax Map and Parcel: _____ Zoning: _____

Physical Street Address (if assigned): _____

Applicant/Business Owner (Who should we call/write concerning this project?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # _____ E-mail _____

Owner of Record _____

Please fill out the following:

What number permit is this for your business this year?
(check one) (this will be verified by staff)

- 1st 2nd 3rd 4th 5th 6th

What type of temporary sign are you proposing?
(check one)

- BANNER PORTABLE A-FRAME

Depending on the zoning district the maximum height of the sign will be
(check one)

- 12 feet if freestanding 20 feet if on a wall 30 feet if on a wall

The required setback from public street right of way will be

5 feet

Depending on the zoning district the maximum size of the sign will be

- 24 square feet 32 square feet

Dates you are requesting the sign to be in place.

_____ through _____

When entering the dates above, please keep in mind the following information:

- Each permit for a temporary sign shall be valid for a period not to exceed fifteen (15) consecutive days after the erection of the sign.
- The Ordinance requires the sign to come down between permits and will be approved on-site by a Code Enforcement Officer during regular business hours only.
- A maximum of two permits will be accepted for review for each establishment at one time.
- **Please note that an establishment is not permitted more than sixty (60) days of temporary signs in a calendar year.**

Property Owner's / Agent's Signature

Date

Issued/Approved By

Date

OFFICE USE ONLY

Fee amount \$ _____ Date Paid _____ Check # _____ By Who? _____ Receipt # _____ By: _____ Permit # _____

**CERTIFICATION THAT NOTICE OF THE
APPLICATION HAS BEEN PROVIDED TO THE LANDOWNER**

This form must accompany zoning applications (Home Occupation, Zoning Clearance, Zoning Administrator Determinations or Appeals, Sign Permits, Building Permits) if the application is not the owner.

I certify that notice of the application, _____
[County application name and number]

was provided to _____ the owner of record of Tax Map
[name(s) of the record owners of the parcel]

and Parcel Number _____ by delivering a copy of the application in the
manner identified below:

_____ Hand delivering a copy of the application to _____
[Name of the record owner if the record owner is a
person; if the owner of record is an entity, identify the recipient of the record and the recipient's
title or office for that entity]

on _____
Date

_____ Mailing a copy of the application to _____
[Name of the record owner if the record owner is a person;
if the owner of record is an entity, identify the recipient of the record and the recipient's title or
office for that entity]

on _____ to the following address:
Date

[address; written notice mailed to the owner at the last known address of the owner as shown on
the current real estate tax assessment books or current real estate tax assessment records satisfies
this requirement].

Signature of Applicant

Print Applicant Name

Date