



TEMPORARY SIGN PERMIT APPLICATION

NOT VALID
WITHOUT STAMP

GENERAL INFORMATION

Applicant Business or Organization:		Telephone:
Address/ Sign location:		
Mailing Address:		
Person Responsible:	Title:	Telephone:

TYPE OF SIGN (choose one) – See description and conditions on the reverse side of this application

- Banner – Affixed below the roof line of the building at the location occupied by the applicant business. (Max Size: 50 Square Feet)
- Ground Mounted - Photo or drawing of sign, and a site plan showing the location of the sign are required. (Max Size: 50 Square Feet)
- Flag - Photo or drawing of the sign and method of construction, and a site plan showing the location are required. (Max Size: 15 Square Feet)

DESCRIPTION OF SIGN

Photograph Attached
 Scale Drawing Attached
 Site Plan Attached

Height x Width = Sq. Ft.
 Single Face
 Double Face

Colors (Primary colors only):

Additional Description:

DISPLAY DATES - See descriptions and conditions on the reverse side of this application

Max 90 calendar days in a year, continuous or intermittent:

Display Dates:

____/____/____ to ____/____/____ = ____ total days	____/____/____ to ____/____/____ = ____ total days
____/____/____ to ____/____/____ = ____ total days	____/____/____ to ____/____/____ = ____ total days
____/____/____ to ____/____/____ = ____ total days	____/____/____ to ____/____/____ = ____ total days
____/____/____ to ____/____/____ = ____ total days	____/____/____ to ____/____/____ = ____ total days

_____ total number of days

ACTION

Property Owner Agent (A letter of authorization may be submitted in lieu of signature below)

Name (Please Print):	Title:
Mailing Address:	Phone:
Signature Authorizing this Application:	Date:

ACTION

Approved By: _____
 Denied By: _____

Comments:

File Number:	Date:	Received By:	Receipt No.:	Acct # for Planning Fees: 10010004508	Fee:
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