



Community Development: Temporary Sign Permit Application

Permit # _____

Business Information

Name of Business: _____

Physical Address: _____

Contact Name: _____

Telephone: _____

NUMBER & TYPE OF TEMPORARY BANNER(S) FOR PERMIT:

_____ Commercial Banner (Not permitted in C-1 Downtown District)

_____ Town-wide Event Banner

_____ Public Service Announcement

_____ Sandwich Board (Only permitted in C-1 Downtown District)

METHOD OF DISPLAY:

Ground Mounted Using Temporary Posts Location of sign: _____

Attach to Building Storefront

Attach to Existing Pylon Sign Pole

Flag pole(s) (must be on-premise)

WHEN DO YOU WANT TO BEGIN DISPLAY OF THE SIGN? _____ (DATE REQUIRED)

GENERAL RESTRICTIONS:

- Damaged banners must be removed promptly
- Banners must be professionally done and installed in a craftsman manner
- Banners must be securely attached at all corners
- No banners are allowed on any right-of-way
- Posts must be removed when the temporary sign is taken down
- Signs shall not block, restrict or impair the public's view of another business or activity; the public's view of the signage for another business or activity; the view or visibility of the operator of any motor vehicle; or the movement of any pedestrian or motor vehicle

I have read and understand the city's ordinance pertaining to temporary advertisements as described herein.

Applicant's Signature: _____ Date: _____

Office Use Only

Date Issued: _____

Fees paid: \$ _____

Receipt # _____

Banner Permit Display Dates: _____

Number of banners permitted: _____

Non-Profit: Yes / No

A PERMIT IS NOT REQUIRED FOR THE FOLLOWING TYPES OF SIGNS, BANNERS AND FLAGS:

- A flag, badge or insignia customarily displayed by any private property owner, government or governmental agency, or by any charitable, civic, fraternal, patriotic, religious or similar organization OR
- Customary temporary lighting and displays as part of holiday decorations
- One (1) For Sale, Rent, or Lease sign not to exceed 3 square feet non-illuminated
- Lettered window signs in commercial and industrial zoned districts not to exceed 20% of the window area

PENALTY: Up to a \$25 fine per day for violations (each day constitutes a separate violation)

COMMERCIAL BANNER GUIDELINES: FOR SPECIAL EVENTS, PROMOTIONS, SALES, ETC

Number:	Limit of one (1) with the following exceptions: <ul style="list-style-type: none">• Corner lots may have 2 banners on opposite ends of the lot• Lots greater than 3 acres may have up to 3 banners (each must be a min. of 30' from the other)• A building with multiple businesses may have 2 banners at any time
Time Limit:	Allowed for 30 consecutive days no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
Size:	Limited to 32 square feet per banner, maximum height 5 feet
Location:	Must be on-premise (no off-premise), set back from right of way at least 5 feet. Not permitted in the C-1 Downtown District.
Permit Fee:	\$15 per banner

TOWN-WIDE EVENT BANNER GUIDELINES: FOR PARADES, FESTIVALS, CAR SHOWS, ETC. THAT OFFER EQUAL OPPORTUNITY FOR PARTICIPATION

Number:	Limit of five (5)
Time Limit:	Allowed for 30 consecutive days no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
Size:	Limited to 32 square feet per banner, maximum height 5 feet
Location:	The desired display location(s) must be APPROVED when the permit is issued
Permit Fee:	\$15 per banner (no fee for non-profit organizations)

PUBLIC SERVICE ANNOUNCEMENT BANNER GUIDELINES: FOR ANNOUNCEMENTS BY GOVERNMENT OR NON-PROFIT AGENCIES THAT SERVE THE PUBLIC INTEREST

Number:	Limit of five (5)
Time Limit:	Allowed for 30 consecutive days no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
Size:	Limited to 32 square feet per banner, maximum height 5 feet
Location:	The desired display location(s) must be APPROVED when the permit is issued
Permit Fee:	\$0

SANDWICH BOARD SIGNS (C-1 DOWNTOWN DISTRICT ONLY): A FREESTANDING TEMPORARY SIGN DISPLAYED OUTSIDE A BUSINESS TO ADVERTISE THE BUSINESS, HOURS OF OPERATION, AN EVENT, A PROMOTION, ETC., (EXCLUDING REAL ESTATE SIGNAGE). IT IS NOT INTENDED AS PERMANENT BUSINESS SIGNAGE.

Number:	Limit of 1 per street frontage
Time Limit:	Allowed during business hours, move inside while business is closed
Size:	Limited to 7 square feet per sandwich board
Location:	On sidewalk directly in front of the associated establishment.
Permit Fee:	\$0