



COMMUNITY DEVELOPMENT
Temporary Sign Permit
Application

Permit #:
Date:

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

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)

DISPLAY DATES: (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



# COMMUNITY DEVELOPMENT

## Temporary Sign Permit Application

### 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

<b>Number:</b>	Limit of one (1) with the following exceptions: <ul style="list-style-type: none"><li>• Corner lots may have 2 banners on opposite ends of the lot</li><li>• Lots greater than 3 acres may have up to 3 banners (each must be a min. of 30' from the other)</li><li>• A building with multiple businesses may have 2 banners at any time</li></ul>
<b>Time Limit:</b>	Allowed for <b>30 consecutive days</b> no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
<b>Size:</b>	Limited to <b>32 square feet</b> per banner, maximum height 5 feet
<b>Location:</b>	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.
<b>Permit Fee:</b>	\$15 per banner

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

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

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

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

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