



**TEMPORARY SIGN PERMIT  
APPLICATION**

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

FEE : \$10.00 \_\_\_\_\_

APPLICANT/BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

FAX : (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**\*\*\*SIGN SPECIFICATIONS**

SIZE: \_\_\_\_\_ x \_\_\_\_\_ HEIGHT: \_\_\_\_\_ MATERIAL: \_\_\_\_\_

SINGLE FACE \_\_\_\_\_ DOUBLE FACE \_\_\_\_\_

FREESTANDING: \_\_\_\_\_ WALL: \_\_\_\_\_

\*SIGN LOCATION: \_\_\_\_\_

DISPLAY DATE(S): FROM: \_\_\_\_\_ TO: \_\_\_\_\_

- A Temporary Sign may be displayed for a maximum of 30 consecutive days in calendar year.
- Temporary Signage cannot exceed 60 total days in a calendar year

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**\*All requests for temporary sign permits must be accompanied by a drawing of the sign, and a site plan to scale indicating the location of the proposed sign, noting distance from all right-of-ways and other significant features. Temporary Signs shall not be separately illuminated.**

Date approved: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator