



Sign Permit Application – TEMPORARY SIGNS

Tenant/Business Name		Installation Address	
Applicant Name		Phone No.	

SIGN COMPANY

Company Name		Contact Name	
Address		City	State Zip
Phone No.		Email	

ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED	WHEN REQUIRED
<input type="checkbox"/> Sign drawing(s) with the height, width, length, and any other dimensions of the sign clearly labeled.	All temporary signs
<input type="checkbox"/> General plan (such as a site plan) that illustrates: <ul style="list-style-type: none"> • Location where the sign will be displayed • Position of the sign in relation to rights-of-way, property lines, buildings, edge of street pavement, and other signs (if applicable). For sandwich board signs, clearly label the width of the sidewalk. 	Sandwich Board Signs, New Construction For Sale/Leasing Signs, Non Residential Development/Construction and Residential Development/Construction
<input type="checkbox"/> Map showing proposed locations of on-site and off-site sign(s) and proof of tax-exempt status.	Special Purpose Sign(s)
<input type="checkbox"/> Community Services Department approval.	Parks and Recreation Banners

Please check or circle or highlight Type of Temporary Sign

<input type="checkbox"/> BANNER	<input type="checkbox"/> GRAND OPENING BANNER	<input type="checkbox"/> PARKS AND RECREATION BANNER
Storefront/Tenant Area Width (Not applicable for Parks & Rec. Banner)		Proposed Display Dates
Sign Width	Sign Height	Sign Area

***(BANNER MUST BE ATTACHED TO BUILDING)**

<input type="checkbox"/> SANDWICH BOARD SIGN	<input type="checkbox"/> RESTRICTED PARKING SIGN
Sign Width:	Sign Height:
Total Sign Height:	Total Sidewalk Width: (where sign will be displayed)

<input type="checkbox"/> NEW CONSTRUCTION FOR SALE/LEASING SIGN	<input type="checkbox"/> NON-RESIDENTIAL DEVELOPMENT/CONSTRUCTION SIGN	<input type="checkbox"/> RESIDENTIAL DEVELOPMENT/CONSTRUCTION SIGN
Sign Width:	Sign Height:	Sign Area:
Total Sign Height:	Double Sided or V-Shaped	Distance from property line(s)

Property Owner Acknowledgement: I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign. Owner's Name (please print): _____
 Owner's Signature: _____ Date: _____

Applicant Acknowledgement and Wind Pressure & Dead Load Compliance: I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 lbs./ft² of area and shall be constructed to receive dead loads as required by applicable building code standards.
 Applicant's Signature: _____ Date: _____

Every effort will be made to review applications within 10 business days of receipt.	Date Stamp (for office use):
For Staff Review Comments: _____ Approved: _____ Date: _____	(For Office Use) Sign Permit No. _____

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The following should only be completed for special purpose signs.

SPECIAL PURPOSE SIGN(S) *For non-profit and civic organizations only.*

Special Purpose Event:					
Sponsoring Organization:					
Proposed Display Dates:					
On-Site Sign Details					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					
Off-Site Sign Details – Sign 1					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					
Off-Site Sign Details – Sign 2					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					
Off-Site Sign Details – Sign 3					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					
Off-Site Sign Details – Sign 4					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					
Off-Site Sign Details – Sign 5					
Address or General Location Description:					
Sign Width:		Sign Height:		Sign Area:	
Will this sign be displayed on the ground or attached to a building?					
If it is a ground sign, what is the total sign height (including height of support poles)?					

Note: It is the applicant's responsibility to obtain permission from all property owners to erect/display signs. Signs shall not be placed on public right-of-way

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SECTION 6: PERMITTED TEMPORARY SIGNS AND SPECIFIC SIGN REGULATIONS

6.1 TEMPORARY SIGNS REQUIRING A PERMIT

1. All signs shall be designed and constructed to withstand a wind pressure of not less than thirty (30) pounds per square foot of area and shall be constructed to receive dead loads as required by the City's currently adopted Building Code.
2. The sign regulations for temporary signs requiring a permit are outlined in Table 3.

Table 3: Regulations for Temporary Signs Requiring a Permit

Sign Type	Permitted Sign Structure	Max. Sign Height	Maximum Sign Face Area	Number of Signs	Location/ Minimum Setback	Duration	Additional Regulations
1. Banner	Attached	NA	0.5 s.f. for every 1 foot of width of building or lease space, but not limited to less than 20 s.f. and not to exceed 60 s.f.	1 per lease space	Attached to the building	15 days, twice per calendar year with a 60 day separation between permits	The width of the sign shall not exceed the storefront width.
2. Grand Opening Banner	Attached	NA	0.75 s.f. for every 1 foot of width of building or lease space, but not limited to less than 30 s.f. and not to exceed 80 s.f.	1 per street frontage	Attached to the building	15 days. May be displayed one time within 1 year of issuance of CO.	Permitted in addition to the two banner permits allowed in a calendar year. The width of the sign shall not exceed the storefront width.
3. Special Purpose Sign	Attached or ground	9 feet for ground signs	64 s.f.; 32 s.f. per sign face	5 off-site signs and 1 on-site sign	At or behind the property line; not to be placed on public ROW.	21 days, must be removed within 3 days after termination of event. No more than twice a year.	For events sponsored by non-profit and civic organizations. The angle for V-shaped signs shall not exceed 90 degrees.
4. Parks & Recreation Banner	Attached or ground	NA	72 sq. ft. (maximum)	3 per public park	Cannot be placed within any public R-O-W	15 days per permit, with a total of 2 permits approved consecutively	All banners in public parks shall be approved by the Community Services Department prior to application submittal to the Planning Department.
5. Light Pole Banners	Attached	NA	10 sq. ft. per sign face	1 per light pole	NA	As approved by City Council.	All light pole banners shall be approved by the appropriate utility company prior to consideration by City Council. Light pole banners shall be limited to publicize community-wide events, holiday celebrations, public art, and other city sponsored events.

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6. Sandwich Board Signs	NA	4 feet	8 s.f.	1 per lease space	Permitted only on sidewalks along Main Streets and internal driveways.	Sign shall be removed every day after the business is closed.	<ul style="list-style-type: none"> • Sign may not exceed 2 feet in width. • A minimum of 4 feet of sidewalk shall remain clear. • Chalkboards may be used for daily changing of messages. No readerboards may be used.
7. New Construction For Sale/Leasing Sign	Temporary - Attached or ground	5 feet for ground signs	Ground Signs: 64 s.f.; 32 s.f. per sign face for all non-residential zoning districts.	1 ground sign per site per street frontage and one window sign shall also be allowed per lease space for commercial properties, not to exceed 10% of the window area.	At or behind the property line; not to be placed on public ROW.	Permit may be issued only after approval of building permit and shall be removed one year after erection of the sign. The sign shall be removed if the building is one hundred (100) percent occupied prior to the one year time period.	
8. Restricted Parking Sign	Temporary or permanent ground sign	5 feet	2 s.f.	1 per 25 parking spaces, but not less than 2 per tenant	NA	NA	Limited to black lettering with a white background.
9. Non-Residential Development /Construction Sign	Temporary / Ground	5 feet for a two-sided sign or 7 feet for a one-sided sign	64 s.f.; 32 s.f. per sign face for a two-sided sign or 48 s.f. for a one-side sign	1 per street frontage per development.	At or behind the property line; not to be placed on public ROW.	May be installed after approval of a site plan or concept plan. Sign must be removed within one year of erection of the sign or upon issuance of a C.O. for all buildings on the site.	
10. Residential Development /Construction Sign	Temporary / Ground	5 feet	48 s.f.; 24 s.f. per sign face	1 per street frontage, excluding residential streets (Not permitted to front on a residential street)	At or behind the property line; not to be placed on public ROW.	May be installed after approval of a site plan or concept plan. Sign must be removed within one year of erection of the sign or upon issuance of a C.O. for all buildings on the site.	