

Annual Temporary Sign Permit Application
Fee: \$1,000 (up to 8 permits per year per property)



Contractor Information

Sign Company Name: _____

Mailing Address: _____

Contact Person: _____ Phone Number: _____

Email: _____

A monthly report prior to the time of sign placement must be provided to the Planning Department. The report must include the following information:

- Name of the property owner and address of sign location
- Property owner's signature to place sign on location for dates shown (Per property per year; may turn in with site plan and signature)
- Dates of placement of each sign on property
- Number of signs to be placed on each property
- Drawing of proposed sign showing the dimension
- Type of sign (banner, portable, flag, etc.)
- Site plan of location of each sign (may be provided in yearly property owner application)

Acknowledgement

- I have confirmed the requirements with the Planning & Zoning Department and agree to comply with all provisions under Ordinance No. 1028 including all sections as is or as amended.
- I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Fee: _____ Permit Ends: _____