

Sign Permit

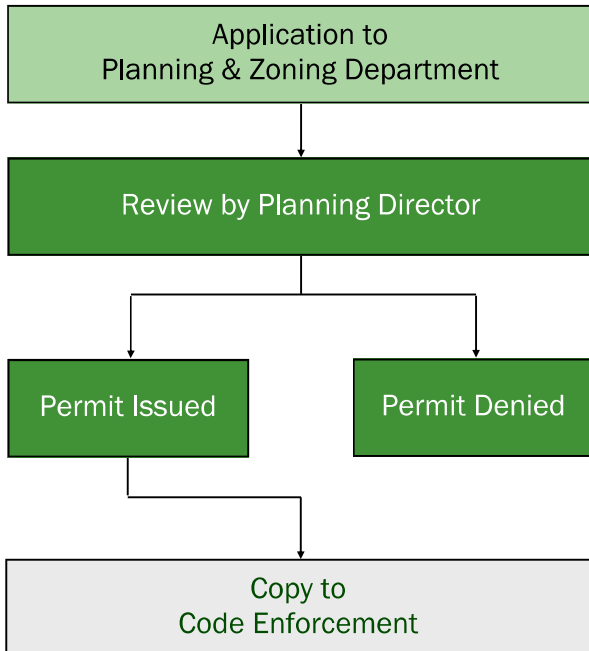
Temporary Signs

What are the application requirements for temporary signs?

- One (1) completed Application Form with original signature of the business owner. (Note: Form should not be signed by the sign company or installer).
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- Two (2) copies of a sketch plan illustrating the proposed sign location; accurately dimensioned setbacks from property lines and right-of-way centerline; location of all existing buildings, roads, parking areas, signs, entrances, and exits on the site.
- Two (2) copies of a drawing of the proposed sign including:
 - ___ Height above finished grade (ground signs only).
 - ___ Total building wall area upon which sign will be displayed (wall signs only).
 - ___ Sign style (box, cabinet, individual channel letters, etc.) and sign surface (material, color, dimensions, area).
 - ___ Method and color of illumination, if any.
 - ___ Lettering of sign, printed in the size and weight substantially approximating the style that will appear on the sign.
 - ___ Logos, emblems, and all other features.

What are the procedures for approval of a temporary sign?

The Planning Director has sole authority to approve or deny a temporary sign application.



Review fees for temporary sign applications are due at the time of approval.