PORTABLE SIGN
PERMIT APPLICATION FOR
MOTOR BUSINESS and
GENERAL BUSINESS
DISTRICTS

Property Address__________________________________________

Business Name____________________________________________

Owner/Tenant Name________________________________________

Mailing Address (if different)________________________________

City __________________State______Zip_______________________

Phone____________________Fax______________________________

Email: ___________________________

DESCRIPTION: ☐ New Sign  ☐ Alter Sign  ☐ Replace Sign

PROPOSED SIGN(S):

A. Lot Frontage:
   Primary Street Lot Frontage: (feet)__________________________
   Secondary Street Lot Frontage (feet)________________________

B. Number of signs requested: ____ sandwich board(s)
   ____ freestanding banner(s)

C. Size(s): Height _______ Width____________

D. Are signs proposed to be placed on the public right-of-way?
   ☐ No
   ☐ Yes – An Encroachment Agreement approved by the City
       Engineer will be required.

SUBMIT WITH THIS APPLICATION:
1. Payment of current portable sign permit fee.
2. Executed Encroachment Agreement (if placed on public right-of-way).

ALL PORTABLE SIGNS WITHIN THE MB AND GB ZONES MUST
COMPLY WITH THE FOLLOWING REQUIREMENTS PER
MOSCOW CITY CODE 4-6-13(T)(2):

1. Maximum number permitted shall be no more than one (1) Portable Sign
   per each one hundred feet (100’) of lot frontage. At least one (1)
   Portable Sign shall be allowed per each lot street frontage. No more than
   three (3) Portable Signs shall be permitted for any single lot frontage.

2. Maximum size shall be four feet (4’) in height and three feet (3’) in width
   for sandwich board signs, or thirteen feet (13’) in height and twenty four
   (24) square feet in size for freestanding banner signs.

3. Portable Signs shall be constructed of solid and durable materials and
   shall not include lighting or reflective materials.

4. Portable Signs shall be suitably anchored, weighted or designed to be
   resistant to the wind.

5. Portable Signs shall not be placed upon public right-of-way and shall
   not present a visual sight obstruction upon adjacent streets, as
determined by the City Engineer. Where the physical development or
other special circumstances of the property prohibit the placement of
Portable Signs upon private property, Portable Signs may be allowed
within the adjacent public right-of-way upon issuance of an
encroachment permit from the agency having jurisdiction over said
public right-of-way.

6. All Portable Signs shall be removed at the end of each business
day and shall not be displayed during the non-business hours
of the commercial use such signs advertise.

7. Portable Signs displayed within private parking lots (such as malls or
shopping centers) that are not oriented toward and readily visible from
adjacent public streets shall not be regulated by this Sign Code.

The undersigned certifies that the registrant has read and understands
the requirements pertaining to sidewalk signs contained upon this form
and that all statements herein contained are true and correct. This
information is a public record and may be posted to a public website.

Signature of Owner/Agent __________________________ Date __________

Approval of Issuance by City Planner __________________________ Date __________