



**CITY OF MOSCOW  
COMMUNITY DEVELOPMENT**

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**SIDEWALK/PORTABLE SIGN  
PERMIT APPLICATION FOR  
CENTRAL BUSINESS and  
URBAN MIXED  
COMMERCIAL 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. Size: Height \_\_\_\_\_ Width \_\_\_\_\_

B. Minimum sidewalk clear width maintained: \_\_\_\_\_

C. Number of entities/businesses advertised on sign: \_\_\_\_\_

**SUBMIT WITH THIS APPLICATION:**

1. Executed Sidewalk Sign Hold Harmless Agreement (see reverse side).
2. Payment of current portable sign permit fee.

Central Business/Urban Mixed Portable Sign Permit Application

**ALL PORTABLE SIGNS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS PER MOSCOW CITY CODE 4-6-7(P)(1):**

1. In CB and UMC Zones portable signs may be located on private property or on public right-of-way.
2. Only 1 sign per each 100 feet of building frontage shall be allowed, and at least 1 portable sign shall be permitted for each building.
3. Maximum sign size shall be four (4) feet in height and three (3) feet in width.
4. Sign materials shall be solid and durable.
5. No lighting is allowed.
6. Signs must be located directly in front of the business they serve.
7. A minimum of six (6) feet of clear width must be maintained on the sidewalk.
8. **All portable signs must be suitably anchored and removed from the sidewalk at the end of each business day.**
9. Any person or business placing a portable sign upon or adjacent to the public sidewalk in conformance with the City Code shall execute a hold harmless agreement accepting any and all liability for damages or any nature suffered by anyone as a result of the placement or maintaining of such portable sign and shall agree to hold the City harmless from and indemnify the City for any such claims for damages (see back of form).

**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 Planning Date

