TEMPORARY SIGN AND/OR TEMPORARY USE PERMIT APPLICATION

Site Address________________________________________________________

OWNER/TENANT NAME_________________________________________________

Mailing Address__________________________________________________________________

City________State______Zip__________________________

Phone____________________________Fax__________________________

Email__________________________________________________________

The undersigned certifies 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 for Issuance by Planning __________________ Date _______________

COMPLETE THE FOLLOWING FOR TEMPORARY USE:

A. Purpose of use: ____________________________________________

B. Dates of proposed use: ______________________________________

Please Note: All temporary structures shall be located outside street intersection sight triangles. Each temporary use may not exceed 45 days per calendar year. A temporary use shall not result in dust, noise, tracking of dirt in the public right of way, or other nuisances generated upon the subject property.

Submit with this application:
1. Site plan, drawn to scale, indicating site access, vehicular circulation, and distance of any temporary structure from existing structures and property lines.
2. Payment of current temporary use permit fee.*

COMPLETE THE FOLLOWING FOR TEMPORARY SIGN(S):

A. Size: Height ___________ x Width ___________ = _________ SqFt
    Size: Height ___________ x Width ___________ = _________ SqFt

B. Dates to be displayed: __________________________________________

C. Location on Lot or Building: _____________________________________

Please Note: Temporary and special event signs may be displayed for a consecutive period not to exceed 15 days, for a maximum of 30 days per year. “Grand Opening” type banners may be displayed for a period not to exceed 60 days.

Submit with this application:
1. Site plan drawn to scale indicating location of existing and proposed signs with dimensional measurements.
2. Payment of current temporary sign permit fee.*

*Temporary Sign and Use permits issued jointly are charged just one fee, not both.