



**Temporary Sign Application Permit Number \_\_\_\_\_**

Property Address: _____ Tenant Business/Name: _____	
Tax Map Number : _____	
<p>Dates the temporary sign will be displayed: _____ (date) to _____ (date).          (Temporary signs must be displayed for one 30-day period and 30 day period must lapse before a new temporary sign application will be approved).</p>	
<p>Brief Description of the sign, including type of material used, and how the sign will be secured:          _____</p>	
<p>Physical Location of sign(s) (PLEASE NOTE THAT SIGNS CANNOT BE PLACED IN RIGTH OF WAYS, INTERSECTIONS, OR UTILITY POLES)          : _____</p>	
<p>Attach the following supporting materials to complete this application:</p>	
<p>_____ Fees:</p> <p>1) \$5 for temporary signs for 30 days</p> <p>2) \$0 for grand opening signs for 60 days</p> <p>3) \$0 for non profits for 30 days</p>	
<p>_____ A scaled drawing including dimensions of sign</p>	
<p>_____ A scaled drawing, including dimensions, of the building or structure on which the sign is to be located with the proposed sign shown</p>	
<p>_____ If the sign is freestanding, a scaled site plan of the property on which the sign is to be located with the location of the sign</p>	
<p>Applicant : _____ Phone: _____ Fax: _____</p>	
<p>Mailing Address: _____</p>	
<p>Email: _____</p>	
<p>Signed: _____ Date: _____</p>	
<p>Printed Name: _____</p>	
<b>OFFICE USE ONLY</b>	Date Fee Paid: _____
Expires :	Final Approval Signature : _____

**NOTE: A PAID FEE AND COMPLETED APPLICATION DOES NOT MEAN AN APPROVED APPLICATION. THE CITY PLANNER OR ADMINISTRATOR ARE THE ONLY PERSONS ALLOWED TO APPROVE TEMPORARY SIGN PERMITS. YOU DO NOT HAVE PERMISSION TO SET UP A TEMPORARY SIGN UNTIL YOU RECEIVE THIS APPROVED PERMIT. A TEMPORARY SIGN PLACED BEFORE APPROVAL CAN LEAD TO A FINE.**