



**PLANNING & ZONING**

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# Temporary Off-Premise Sign Application Form

(ALL FIELDS ARE MANDATORY)

APPLICANT COMPANY NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
CONTACT NAME:		
SIGNATURE OF CONTACT:		
PHONE:	CELL:	
DATE:	EMAIL:	

**SUBMISSION REQUIREMENTS:**

- The sign shall be of no greater size than ten (10) square feet.
- The content of the sign shall not promote any activity, business, or group that is of a sexual, pornographic, political, unlawful, or racial nature.
- This application must be signed by both the applicant and at least one record title property owner of the property to be used for placement of the sign.
- No sign shall be permitted on city property or on public right-of-way and no sign shall obstruct driver visibility of traffic.
- This permit shall be for no longer than thirty (30) days and shall not be renewable until one hundred eighty (180) days after the expiration of the permit.
- If the applicant removes the sign and presents the sign to city hall prior to the end of the thirty (30) day period or the first business day thereafter, then the penalty deposit of five hundred dollars (\$500.00) will be returned to the applicant. If the sign is not presented to city hall within the timeframe described above, then the applicant shall forfeit the penalty deposit of five hundred dollars (\$500.00).
- No person or business location shall have more than one ( 1) sign authorized under this subsection within the city at any one time and no person or business location shall have more than two (2) signs authorized under this subsection within a period of three hundred sixty-five (365) days.

<b>SIGN LOCATION: MUNICIPAL ADDRESS:</b>				<b>OFFICE USE:</b>
<b>OR LEGAL DESCRIPTION: (ATTACH IF NECESSARY)</b>				
<b>NAME: (of Owner of Location):</b>				
<b>ADDRESS OF LOCATION OWNER:</b>				
	CITY:	STATE:	ZIP CODE:	
<b>SIGNATURE OF LOCATION OWNER:</b>			PHONE:	
<b>EMAIL OF OWNER:</b>				
<b>START DATE:</b>				
<b>END DATE:</b>				
<b>APPLICATION FEE:</b>	<b>\$50.00:</b> Sign permit fee valid for up to <b>30</b> days			
<b>PENALTY DEPOSIT FEE:</b>	<b>\$500.00:</b> Refundable Deposit			

**Application Form:** This application form must be filled out and presented to the Planning and Zoning Department at City Hall when applying for a Temporary Off-Premise Sign.