

Temporary Sign Registration

Applicant: _____

Phone: _____

Location: _____

Purpose: _____

Note: The maximum number of signs is 1

Sign Type: _____

Novelty signs, (banners, feather signs, inflatable objects, costumed characters, and the like) **are prohibited** except for the following; Banners are permitted by a sign permit for the purpose of a Grand Opening only. The maximum size banner is 2 feet by 10 feet.

Size: _____

Start date: _____

End date _____

Temporary signs will be permitted **up to 4 times a year** for intervals **not to exceed 14 days** with a minimum time of 30 days between the expiration and start of a new registration. The timeframes may, at the discretion of the ZEO, be modified to allow the use of longer intervals at a time to accommodate advertising needs of businesses. A maximum of 8 weeks total is permitted for the year.

ZEO Comments: _____

Any temporary sign placed in violation of the regulations will result in a Violation Notice and the business's temporary sign registration privileges will be denied for the remainder of the year.

Applicant Signature: _____

Property Owner: _____

Property Owner Signature: _____

*A signed permission letter is also acceptable

ZEO Signature: _____

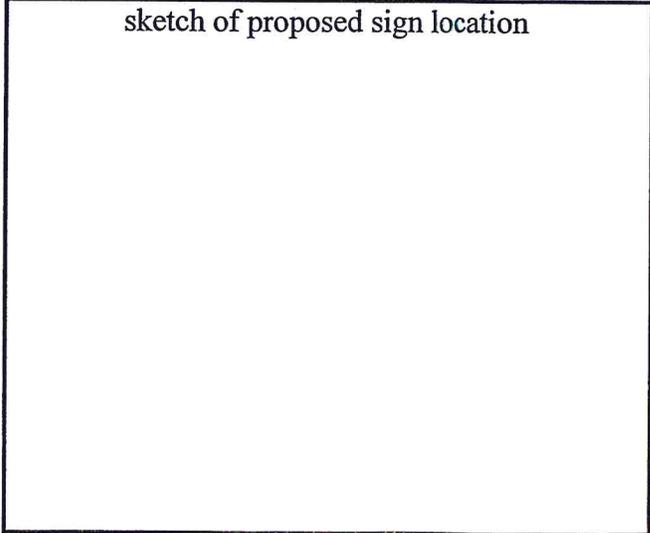
Date: _____

Renewal _____

Renewal _____

Renewal _____

sketch of proposed sign location



See Other Side

Temporary signs will be permitted for the purpose of advertising a special sale, promotion or other important business event and will be subject to the following conditions.

1. A temporary sign registration with the Planning and Zoning Division is required and may be issued by the Zoning Enforcement Official. All applicants will be required to fill out the sign registration listing timing and location of proposed sign, property owner's signature, provide a sketch of the sign, site plan and pay the registration fee.
2. All temporary signs must be constructed of weather resistant materials, have clear legible lettering and may be double sided.
3. Temporary signs will be permitted up to 4 times a year for intervals not to exceed 14 days with a minimum time of 30 days between the expiration and start of a new registration. The timeframes may, at the discretion of the ZEO, be modified to allow the use of longer intervals at a time to accommodate advertising needs of businesses. A maximum of 8 weeks total is permitted for the year.
4. Temporary signs must be located:
 - On private property
 - 100 feet from another temporary sign along the road frontage (exemption for Political signs)
 - Outside of any sight line from an ingress / egress
 - Not in a parking stall, drive lane, or right of way
 - Placed with pedestrian and traffic safety in mind
5. Any temporary sign placed in violation of this regulation will result in a violation notice and the business's temporary sign registration privileges will be denied for the remainder of the year.
6. Help wanted signs are exempt from this regulation.

Freestanding Signs

1. Freestanding signs may be illuminated subject to the following:
 - a. For signs illuminated externally by floodlights or recessed lights (including halo lighting), the light source shall be entirely shielded from public view and abutting property by visors, landscaping or other means.
 - b. For signs illuminated internally, the sign shall be constructed so that at night it appears as a dark background and light letters.
 - c. Sign lighting shall in no way distract or obscure the vision of any motorist, nor shall it cause a nuisance to, or interfere with, the use and enjoyment of other properties in the area.
2. No freestanding sign shall be attached to any tree, fence, or utility pole.
3. When reviewing applications for freestanding signs, the Commission shall consider the size, scale, landscaping, and support of the sign in relation to its specific location, purpose, and other buildings in the vicinity of the sign.
4. Freestanding signs shall not obstruct sight lines.
5. Movable or portable signs, including those which may be attached to a parked vehicle when such vehicle is being used for the purposes of advertising and not in conjunction with its designed use as primary transportation are prohibited.
6. Vehicles displaying advertising directly on their surface are considered freestanding signs and such vehicles shall not be parked within 40 feet of the street line of the site in a business zone where the business is located during the hours when the business is not open.
7. Novelty signs, (banners, feather signs, inflatable objects, costumed characters, and the like) are prohibited except for the following; Banners are permitted by a sign permit for the purpose of a Grand Opening only. The maximum size banner is 2 feet by 10 feet.
8. Billboards, other than those existing prior to these Regulations, are prohibited.
9. No flashing, rotating, or intermittent illumination shall be permitted, nor shall any sign producing an illusion of movement unless specifically approved and authorized by the Commission by Special Permit.
10. Video streaming is prohibited.