

TEMPORARY SIGN APPLICATIONS

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS.

Application Requirements

- Completed sign permit application provided by the City

The following information is required to be indicated on the drawings for the proposed sign or as a separate attachment to the application, as indicated.

Temporary Site Sign

- Provide two (2) copies of a drawing that identifies the following for the proposed site sign:
 - o Sign area
 - o Sign height and width
 - o Sign material
 - o Sign copy or message
- Site signs shall be constructed of durable, all-weather materials and may include but are not limited to metal, plexiglass, fiberglass, wood, plastic substrate, plywood, woven fabrics, vinyl fabrics, or other approved materials [LDC, Chapter 15, Section 8].
- Provide two (2) copies of a plan drawn to scale, that shows the following:
 - o Location of proposed sign
 - o Setback from the right-of-way (minimum 5-foot)
 - o Compliance with visual clearance angles (Chapter 16, Section 6, LDC).

Note: Temporary site signs are to be removed when site is not longer for sale or lease or when project is completed. If sign is up for extended period of time it must be keep in good condition and will need to be replace if not in compliance.

Temporary Site Sign Examples:



Temporary Banner

- Provide two (2) copies of a drawing that identifies the following for the proposed banner:
 - o Placement of the banner. Attached to the building or in the front yard hung. Indicate how banner will be attached to the building or between metal posts (max height 6').
 - o Banner sign area
 - o Banner height and width
 - o Banner material
 - o Timeframe for use of banner
 - o Sign copy or message on banner

Temporary Banner Examples:

