

TEMPORARY SIGN APPLICATIONS

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS. ANY MISSING ITEMS WILL RESULT IN AN INCOMPLETE APPLICATION, WHICH MAY NOT BE ACCEPTED FOR REVIEW.

Application Requirements

- Name, address, and phone number of the property owner and licensed sign company erecting the sign.
- Street address or legal description for the sign being installed.
- Height, size, style, colors, materials, and location of the proposed sign.
- Written permission of the property owner, his lessee, or agent to erect the proposed sign.
- Indicate timeframe requested for the temporary sign.

Temporary Freestanding Signage (including Real Estate, Construction, & Now Hiring signs)

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.

On drawings (3 copies):

- Sign area.
- Sign height and width.
- Sketch showing construction of the sign, materials, and copy.
- Sign must be designed in accordance with Figure 15:4, Chapter 15, Section 5, LDC.

On site plan (3 copies):

- Indicate, to scale, location of proposed sign.
- Indicate setback from the right-of-way and compliance with visual clearance angles (Chapter 16, Section 6, LDC).
- Minimum 5-foot setback from the right-of-way.

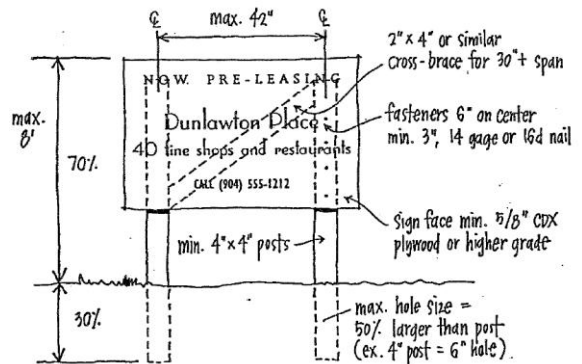
Temporary Banner

- 3 copies of elevation drawings, showing area where sign is to be mounted and how banner will be attached to the building.
- Sign area.
- Sign height and width.
- Material and colors.
- Indicate tie-downs.

Miscellaneous Requirements

- Maximum sign area for all temporary signs is 32 square feet.
- Only one temporary sign may be permitted per property unless otherwise specified by Chapter 15, Section 5, LDC.
- Copy on all signs must be maintained in a legible condition.
- Signs must be removed immediately upon their expiration.

Figure 15:4 Standard Temporary Sign Detail



Example: Grand Opening Banner



Photo shows an example of storefront that has the appropriate dimensions of a grand opening banner.



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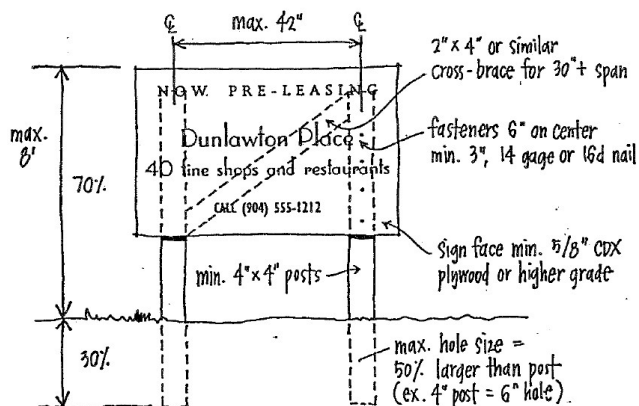
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Temporary Banners

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- Sign height and width.
- Material and colors.
- Indicate tie-downs.



Photo shows an example of storefront that has the appropriate dimensions of a standard temporary sign