



TEMPORARY SIGNS IMPORTANT INFORMATION

Applicants, Property Owners and Sign Companies:

- Businesses must obtain separate permits for each sign at a location. Each temporary sign is subject to a review fee.
- Applications will NOT be accepted without all required supporting documents.
- Required supporting documents:
 - Rendering of the sign
 - Location drawing showing roadways, parking lots, buildings and location of sign including setbacks from the front property line
- Temporary signs may be displayed for 4 weeks (28 days) per calendar year. If a temporary sign is displayed for less than one week, it shall be counted as one week. The signs must be removed immediately following the time period approved on the permit.
- Signs may not exceed thirty-two (32) square feet in size.
- Inflatables and balloon signage may not exceed twenty-five (25) feet in height. All other ground mounted signs may not exceed Ten (10) feet in height. Height is measured from grade.
- Temporary signs fronting a major arterial must be a minimum of ten (10) feet from the front property line. All other temporary signs must be a minimum of five (5) feet from the front property line.
- Temporary wall signs shall not extend above the roofline or parapet of a building.
- Temporary signs must be placed on private property and shall not conflict with the sight-distance requirements of Title 6 of the Municipal Code or create a potentially dangerous situation.
- Portable signs (e.g. A-frame signs) are prohibited.
- Roof mounted signs are prohibited.

Temporary non-commercial site signage is exempt from permit. The following requirements shall be met:

- Sign area per individual sign shall be a maximum of twelve (12) square feet.
- Sign height shall be a maximum of five (5) feet, including any support structure (e.g., fence, sign, frame, building)
- Sign location shall be no closer than ten (10) feet from the paved portion of any street or back of curb where no sidewalk is present and shall not be permitted within twenty (20) feet of the point formed by the intersection of the curb lines of two (2) or streets, as illustrated in Section 6-16-7 of this Chapter.
- For properties larger than two (2) acres, one additional temporary sign per frontage up to thirty-two (32) square feet is allowed.