



Planning Division

LIMITED DURATION SIGN PERMIT APPLICATION

Type of Review Requested

Limited Duration Sign Permit:

7 day 15 day 30 day 60 day 90 day 120 day. Expiration date:

Building permit number (call 887-2211 for information)

Applicant Information

Property owner's name: Phone:

Property owner's address: Zip:

Business owner's name: Phone:

Business owner's address: Zip:

Contact e-mail: Fax:

Subject Property Information

Business name:

Location/street address: Zoning District:

Comments:

Limited Duration Sign Permit Information (if applicable)

Size of sign: Height (in feet): Width (in feet): Location of sign:

Type of sign (e.g. banner, balloon, "T" frame, sandwich board, inflatable):

Name of person responsible for removal of sign: Phone:

Authorization

Business owner/authorized agent's printed name: Date:

Business owner/authorized agent's signature: Date:

STAFF USE ONLY: Date filed: File number(s): Sign Permit Fee: Planning Dept. approval: Date:



Project name:	File #:
Applicant/agent:	

All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed & signed Sign Permit application	
	Affidavit of Legal Interest signed & notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent.)	
	Drawing of the proposed sign, including the following: <ul style="list-style-type: none"> ➤ Overall sign dimensions (including base, wall area, background area) ➤ Construction materials ➤ Method of fastening the sign to the ground or permanent structure 	
	<i>For Limited Duration Wall Signs:</i> Gross floor area of building/tenant space, exact, scaled location of sign on building. Elevations must include existing building signs.	
	<i>For Limited Duration Freestanding Signs:</i> Site plan showing property lines & any adjacent sidewalks, rights of way from center of streets, vision triangle, landscaping, screening and exact, scaled location of sign on property. Site plan must include all existing freestanding signs within 100 feet of the proposed sign.	
	Fee	

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

11-3D-9: ADDITIONAL ALLOWANCE FOR SIGNS OF A LIMITED DURATION: The following standards shall apply to business identification signs allowed for a limited duration for all allowed non-residential uses:

- A. Purpose: The purpose of this section is to allow additional business identification signs for a limited duration.
- B. Applicability: This section shall apply to all allowed non-residential uses in all districts.
- C. Exemptions: The provisions of the section shall not apply to handheld signs. Handheld signs are allowed and do not require a permit.
- D. Process:
 1. The applicant shall obtain a limited duration sign permit through the Planning Department for seven (7), fifteen (15), thirty (30), sixty (60), or ninety (90), or one hundred twenty (120) day time periods. It shall be unlawful for any person to erect or display on any property a limited duration sign without a valid and current limited duration sign permit.
 2. In no instance shall a limited duration sign requiring a permit be displayed for more than one hundred and twenty (120) days per calendar year per business.

3. The applicant shall obtain a limited duration sign permit for every new and/or renewed limited duration sign to be displayed.
 4. Removal of any limited duration sign for any period of time shall not extend the expiration date for such limited duration sign permit.
 5. Any person displaying or erecting limited duration signs on any property shall obtain the written consent of the property owner and file that consent with the planning department prior to issuance of a permit.
- E. General Standards for Limited Duration Signs: The following standards shall apply to all Limited Duration Signs in all districts:
1. All limited duration signs shall be securely fastened to the ground or to a permanent structure. Signs shall be erected in a manner that does not create a potential hazard of any kind. The attachment line for inflatable signs shall not be within ten feet (10') of the nearest overhead power line.
 2. No limited duration sign shall be illuminated. Illumination is prohibited.
 3. No limited duration sign shall be located within a public right of way.
 4. All limited duration signs shall be weatherproofed and kept in a state of good appearance, safety, and repair. Any damaged or potentially hazardous sign shall be repaired or removed immediately.
 5. A maximum of one such sign shall be displayed per business at any one time.
 6. Limited duration signs shall maintain a minimum fifty feet (50') of spacing from any and all other approved freestanding and limited duration signs.
 7. The background area for limited duration banner signs located on an exterior of a building shall not exceed thirty-two (32) square feet per business, except that businesses having over one hundred thousand (100,000) square feet of gross floor area shall be allowed sixty-four (64) square feet for such sign.
 8. The background area for freestanding limited duration signs, shall not exceed twenty (20) square feet.
 9. Balloons and other inflated devices that are limited duration signs shall be no greater than one and one-half (1 1/2) times the maximum building height within the district.
 10. Electrical components shall be prohibited as part of a limited duration sign, except electrical pumps may be allowed for balloons and other inflated devices.

