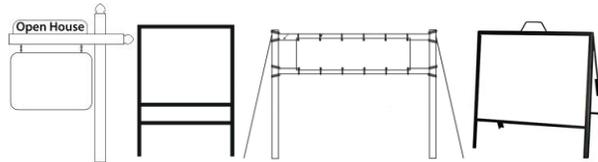




BUILT FOR BUSINESS...DESIGNED FOR LIVING!

LIMITED DURATION SIGNS



UNDER MERIDIAN CITY CODE

This brochure answers some of the most **FREQUENTLY ASKED QUESTIONS** regarding limited duration signs in the City of Meridian.

Q: What is a limited duration sign?

A: Any sign that is displayed for a limited period of time and that can be viewed from any street, sidewalk, parking area, or abutting property.

Q: Why do I need a permit for a limited duration sign?

A: The approval of a limited duration sign permit ensures the City of Meridian meets the needs of our business owners and yet remain an attractive place to live and visit.

Q: How much does each permit cost?

A: The fee for each permit is \$27.00.

Q: Are any signs allowed without a permit?

A: Yes! Handheld signs are allowed without a permit.

Q: Where can I get an application for a limited duration sign permit?

A: Applications are available from the Planning Division, Meridian City Hall (33 E. Broadway, suite 102), or available online at <http://www.meridiancity.org/planning.aspx?id=233>.

Q: Can I apply for a permit online?

A: Yes! You can apply online at <https://citizenportal.meridiancity.org/citizenaccess/>. Please note: To use this convenience: you can pay with an eCheck for an extra \$2.50, or you can pay with a credit card for an extra 3% + \$1.00.

Q: How big can my sign be?

A: Freestanding signs may be as large as 20 square feet and building signs may be as large as 64 square feet. The Planning Department can help you determine the sign size based on the location of the sign and building size.

Q: How many permits can I get in a year?

A: This really depends on the length of permits you choose. If you choose the shortest duration (7 days) you have the opportunity to pull a maximum of 17 permits per calendar year.

Q: How long can my sign be up?

A: Each business is allowed a maximum of 120 days per calendar year. We offer 7-day, 15-day, 30-day, 60-day, 90-day, or 120-day permits and you can have the sign up the duration of the permit. However, if you decide to remove your sign for any portion of that time it will not be credited toward your allowed maximum of 120 days.

Q: Why do some businesses around town have a sign up for over 120 days?

A: Unfortunately, not all business owners are aware the City of Meridian has a code for limited duration signs and obtain the proper permits. We work diligently with the Chamber of Commerce, sign companies, and business owners to “spread the word” about the need to get the property permits. The City’s Code Enforcement division also contacts business owner as they become aware of signs that do not have permits or have expired permits.

Q: If I get a permit for a limited duration sign, can I change the signs during the allowed time?

A: No. The permits are tied to the individual sign. Therefore, you need to obtain a limited duration sign permit for every new and/or renewed limited duration sign you display.

Q: Do I just need to get the permit once and then I can keep my sign up?

A: The sign may remain up as long as the permit is valid. Once the permit has expired, you need to remove the sign.

Q: I own the business. Why do I need an affidavit of legal interest or written consent of the property owner?

A: The City of Meridian does not regulate off-premise signs. Therefore, to ensure signs are not being placed upon property without the property owners' permission, we require an affidavit or written consent.

Q: If my business is on private property, do I need a permit?

A: Yes. The permit is the City's means to verify your sign meets all safety requirements and standards in the City code.

Q: Do I have to get a new affidavit of legal interest or written consent for every permit?

A: You must submit a new copy of the affidavit or consent with each permit application, but the consent will be considered valid through December 31 of each year.

Q: Do I need the property owners' signature if he/she lives out of state?

A: Yes. However, the affidavit of legal interest does not need to be an original and a faxed copy is acceptable for the application.

Q: Does an A-frame sign need a permit?

A: Yes. An A-Frame sign is a limited duration sign or a portable sign. A portable sign may be allowed with a permit in the downtown area. Please contact the Planning Division for more information about portable signs.

Q: Can my sign be double sided and still use one sign permit?

A: Yes. We only count the face or faces that may be seen from one direction at a time.

Q: How do I get a site plan?

A: You can get a site plan various ways. The property owner or the City may have a copy of the site plan or we can accept an aerial picture of the property (available at the Planning Department or online).

Q: Can I put balloons on the sign?

A: Yes. However, the balloons cannot include graphics or signs that communicate information to the public.

Q: Can I put flashing lights on the sign?

A: No. Flashing lights are prohibited in the City of Meridian.

Q: Can I put the sign in the median?

A: No. Private signs are not allowed in public right-of-way and on city-owned property.

Q: Do I need a permit for an event at my home like "yard sale" or "for sale by owner"?

A: No. However, only one sign is allowed per property and any sign for this kind of an event cannot be larger than six square feet and cannot be illuminated. You may put the sign in your yard or attach the sign to your home.

Q: Do I need a permit for signs promoting a special event or temporary sales unit?

A: *Signs related to a special event or other temporary uses are not limited duration signs and are allowed with a temporary use permit. Temporary use permit applications are available at the City Clerk's Office.*

FOR MORE INFORMATION:

City of Meridian Planning Division
33 E. Broadway Ave. ★ Meridian, Idaho
Phone: (208) 884-5533 ★ Fax: (208) 888-6854

**City of Meridian Police Department,
Code Enforcement Division**
1401 E. Watertower St. ★ Meridian, Idaho
Phone: (208) 888-6678 ★ Fax: (208) 846-7366

City of Meridian City Clerk's Office
33 E. Broadway Ave. ★ Meridian, Idaho
Phone: (208) 888-4433 ★ Fax: (208) 888-4218



<http://www.meridiancity.org>

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