



T-SADR _____

TEMPORARY SIGN PERMIT**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

PROPERTY ADDRESS _____

ZONE CLASSIFICATION _____

LOT FRONTAGE (LENGTH) _____ BUSINESS FRONTAGE (LENGTH) _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

TYPE, QUANTITY, AND DIMENSIONS OF PROPOSED SIGNS (Use additional sheets if necessary):

SIGN TYPE	QUANTITY	DIMENSIONS Width x Length x Height

DURATION: _____
(Max. 60 days for Temporary Window Signs)**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**_____
APPLICANT'S SIGNATURE_____
DATE_____
PROPERTY OWNER'S SIGNATURE_____
DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials. For Comprehensive Sign Program requirements, refer to Section 9103.11.100 of the Development Code.

- ☐ Completed application form
- ☐ Filing Fee: \$294 for temporary signs
- ☐ Two sets of preliminary plans drawn to scale and clearly dimensioned. These should include at a minimum the following information:
 - ☐ Site plan including scale and north arrow (for portable signs on private property).
 - ☐ Elevation of building on which sign is to be mounted, or placed in front of
 - ☐ Detailed sign plan with dimensions, calculations of sign area, description of materials, colors, treatment, etc. (examples may be required)
 - ☐ Photos of the existing building and the adjacent buildings
 - ☐ Landlord's signature (if applicable)
 - ☐ Additional information, which may be required if deemed necessary by the Planning Division in order to adequately evaluate this application