



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: \$280 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