



## DEPARTMENT OF PLANNING

### TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Temporary Sign Permit is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Temporary Sign Permit application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Temporary Sign Permit.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, includes the proposed dates, type and quantity of balloons, inflated devices, searchlights, pennants, portable signs, streamers and other similar devices.

**FEES:** \$100

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (2 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

- PROPERTY LINES CALLED OUT
- ADJACENT LAND USES/STREETS
- VICINITY MAP
- DIMENSIONS (ACTUAL)/SCALE
- LANDSCAPE AREAS
- NORTH ARROW
- STREET NAMES
- SCALE
- INGRESS/EGRESS
- PARKING SPACES
- LOCATION OF SIGNS

**SIGN ELEVATIONS:** (2 folded) Draw and make legible all proposed temporary signs on site.

**Photographs may be submitted in lieu of detailed drawings.** Building Elevations must include:

- SIGN MATERIALS & COLORS CALLED OUT
- SIGN DIMENSIONS/SCALE