



TEMPORARY SIGN PERMIT APPLICATION

PLANNING DIVISION
Revised 3/2023

APPLICATION FEE OF \$ _____

APPLICANT/BUSINESS INFORMATION

Business Address: _____

Applicant Name: _____ Business name: _____

Phone: (_____) _____ Email: _____

Does the business have an active business license? ☐ Yes ☐ No

SIGN DESCRIPTION

Number of signs: _____ Sign text: _____

Type of sign: ☐ Banner ☐ Pennants ☐ Flags ☐ Other: _____

Sign location: ☐ Front of building ☐ Side of building ☐ Other: _____

Size of sign(s) (length x width): _____

(Shall not exceed a total sign area of 150 square feet)

Length of time for sign:

(No more than twice, no longer than 90 days per calendar year)

_____ to _____
Month/Day/Year Month/Day/Year

_____ to _____
Month/Day/Year Month/Day/Year

****Provide a drawing of a site plan showing the location of the sign(s) or attach a google aerial view of the property with notes pointing to sign locations (see example on back)****

CERTIFICATION

By signing below, you are attesting to the information in this application are in all respects true and correct and you have obtained the property owner's consent. The applicant is the business owner, or designee on behalf of the business owner, completing this application and paying associated fees.

Applicant's Signature _____ Date _____

Property Owner/Manager's Signature _____ Date _____

CITY STAFF USE ONLY

Date Received: _____ Application No. _____ ☐ Approved ☐ Denied

SITE PLAN

Use box below to draw a site plan showing the location of the sign(s)



EXAMPLE OF SITE PLAN

