



Temporary Sign Permit Application

Instructions:

Complete this application and attach a copy of a site plan showing the dimensions and shape of the lot, location and setback of the temporary sign from property lines. In addition, please include a photo or rendering of the sign with the dimensions specified. Submittal of an application does not constitute acceptance for processing until the Zoning Officer reviews the application for accuracy and completeness.

Temporary signage requirements

(Section 1137.09 of the Codified Ordinances of the City of Urbana, Ohio)

1. **Acceptable Materials:** Canvas, light fabric, corrugated plastic, signboard, or other light material with or without frames, including portable changeable copy signs provided they are not on wheels and contain no flashing lights.
2. **Square Footage Maximum:** Such signs may not exceed thirty-two (32) square feet per face.
3. **Placement:** No such sign shall be erected within the public right of way, and no such sign shall impede visibility from driveways or intersections.
4. **Display Period:** Only one temporary sign permit may be issued at any given time for each place of business. Temporary signs will be limited to one 30 (thirty) day period within 180 days (two thirty-day periods within one calendar year).
5. **Deposit:** No deposit fee is required at this time.
6. **Compliance:** All temporary signs shall be removed within seven days of the expiration of the permit. Failure to remove the sign within seven days of the expiration of the permit may result in an administrative fine of up to one hundred dollars (\$100.00) for each day that the violation continues.

Sign Information

Business to be advertised: _____

Address: _____ **Zoning District:** _____

Company installing the sign: _____ **Phone:** _____

Sign Size: _____ feet by _____ feet. Total area per side _____ sq.ft. Total area _____ sq.ft.

Sign height from ground level to top of sign: _____ feet.

Sign Type: A-frame Portable/wheeled/trailblazer Single faced Double faced

Proposed installation date: _____ **Proposed expiration date:** _____

Applicant's Affidavit

I certify that all information and attachments to this application are true and correct to the best of my knowledge. Any person(s) receiving a permit issued by the city for erecting or installing a temporary sign shall remove said sign within seven (7) days of the expiration of the permit. Failure to remove the sign within seven days of the expiration of the permit may result in an administrative fine of up to 100 hundred dollars (\$100.00) for each day that the violation continues.

Signature of Applicant: _____ **Date:** _____

Office Use Only

Date Filed: _____ **Permit #:** _____ This application is Approved Denied

Approved by: _____ **Date:** _____