

# TEMPORARY SIGN PERMIT APPLICATION



<b>APPLICANT NAME:</b>	_____
<b>ADDRESS:</b>	_____
<b>EMAIL:</b>	_____
<b>PHONE NUMBER:</b>	Cell: _____ Home: _____

## Proposed Sign Information

<b>SIGN TYPE:</b>	_____
<b>SIGN USAGE DATES:</b>	_____ through: _____
<b>SIGN PLACEMENT DESCRIPTION:</b> (include height from ground)	_____
<b>SIGN DIMENSIONS (h×w):</b>	_____

**Sign Location:** Attach a Site Plan showing the location of the sign relative to the public street frontage and property lines. Plans should be drawn to scale and show dimensions for property lines and setbacks. Also attach a copy of the sign.

**Applications should be submitted at least two weeks in advance for the City to review.**

Other information may be necessary, and a small fee may be required at the time of application.

For more information on Temporary Signs, see Banks Code of Ordinance 39.030 (attached on reverse side).

<b>APPLICANT SIGNATURE:</b>		
	Signature	Date

FOR USE BY CITY:	Date Received	Date Approved	Filing Fee Deposit	Approved By	Permit #

## BANKS CITY ORDINANCE, CHAPTER 39 - SIGN CODE

**39.030 - Temporary signs.** Temporary signs are allowed in all zones, on private property and in the public right-of-way, subject to the additional requirements of this section. The city does not require a permit for a sign that meets the definitional requirements of a temporary sign, but the party responsible for erecting a temporary sign shall register with the City to ensure that all temporary signs are removed in a timely manner.

1. Temporary signs shall not:
  - a. Be internally or externally illuminated,
  - b. Have a display area larger than 4 square feet or have any part of the sign higher than 3 feet above ground level,
  - c. Be located on a sidewalk, in the vehicle travel portion of the right-of-way, or traffic roundabouts, or
  - d. Have more than 2 readable faces.
2. No signs, other than governmental signs, are allowed on a permanent basis in the public right-of-way.
3. Registration of temporary signs. To ensure that temporary signs, in fact, are temporary and removed when no longer needed, the person responsible for placement of one or more temporary signs shall register with the City on a form provided by the City. The City reserves the right to require payment of a deposit to ensure timely removal of all temporary signs, which shall be refunded to the responsible person once all of the temporary signs are removed. The City is entitled to retain the deposit if the responsible person does not timely remove the signs, and the City removes any of the signs.
4. Temporary signs may be placed in the public right-of-way, subject to the following rules:
  - a. Within public rights-of-way in the city, the Public Works Department, may remove any sign during departmental operations such as mowing or mosquito abatement, and replace the sign when these operations are completed.
  - b. Parties placing signs in the public right-of-way shall register with City Hall prior to placement of any temporary sign(s) and obtain a city-approved marking that will identify the person responsible for the sign and the expiration date of the sign. No temporary sign is allowed in the public right-of-way without this information on the sign.
  - c. The city-approved marking shall be valid for 45 calendar days from the date of issuance and is renewable twice for an additional 45 days each (total possible of 135 days with extensions).
  - d. The City may contact the responsible person to advise them that a temporary sign has expired or become damaged, dilapidated or discontinued. The party responsible for the sign shall remove or repair the sign; otherwise, the city may remove the temporary sign without further notice. Public Works crews may remove and discard expired, damaged, dilapidated, discontinued signs or signs that lack a city approved marking, and retain any deposit paid for the sign(s).
  - e. No temporary sign may be located in the travel lane of the right-of-way, obstruct a sidewalk to a walking path narrower than 3 feet or interfere with opening the door of a parked car. The City reserves the right to exclude or remove all signs, including temporary signs from segments of the public right of way where the City has determined that the presence of signs will cause or exacerbate a traffic or other public safety hazard.