TEMPORARY SIGN REGULATION

Section 34.9.J

Temporary Advertising Signs, either attached or freestanding, are allowed up to six (6) times per calendar year for a period not to exceed fourteen (14) days per occasion. Temporary advertising signs shall be subject to the following requirements:

1. Zoning Officer must be notified prior to the placement of a temporary advertising sign.

2. Signs must be professionally prepared.

3. Only one (1) sign per business may be displayed at any one time.

4. Signs must be located upon the lot where the special, unique or limited activity, service or sale is to take place.

5. Signs may be displayed for up to fourteen (14) days per occasion and must be removed within forty-eight (48) hours of the last day. A minimum of fourteen (14) days must elapse before that business may again display a temporary advertising sign.

6. Freestanding signs must be constructed of rigid material and may not exceed 8.5 square feet in size.

7. Wall mounted banners must be constructed of fabric or plastic material and their size may be no more than ten (10) percent of the total area of the building unit to which they are attached.

8. Signs may not be illuminated.

Businesses that frequently have special activities or sales may wish to consider utilizing a permanent changeable copy sign instead of temporary signs and thereby gain an additional ten square feet of signage to their permanent freestanding sign plus greater flexibility in presenting messages for a longer duration (See section 34.9.C)
SPECIAL EVENT SIGN REGULATION

Section 34.6.A.6

Special Event Signs:

a. One freestanding sign not to exceed thirty-two (32) square feet or two freestanding signs each not to exceed sixteen (16) square feet.

b. The sign(s) shall be erected and displayed for a period not to exceed twenty-one (21) days prior to the date of the campaign, drive, activity or event advertised is scheduled to occur and shall be removed within three days after the conclusion of such campaign, drive activity or event.

c. The sign(s) may be illuminated.

d. Organizations may also display a banner at the site of the event for the duration of the event but in no event shall a banner be displayed for more than twenty-one (21) days prior to the event and shall be removed within three (3) days following the event.

e. Special event signs must be registered with the Zoning office prior to the event.

GRAND OPENING SIGN REGULATION

Section 34.9.K

Grand opening signs are permitted for new businesses as a one-time occurrence and may be displayed for a period not to exceed thirty (30) days. One (1) wall mounted banner and one freestanding sign may be displayed. Wall mounted banners shall be constructed of fabric or plastic material and their size may not be more than 10% of the building wall of the specific unit to which they are attached. A freestanding sign shall not exceed 8.5 square feet.
TEMPORARY SIGN REGISTRATION

Fee: $15.00 per sign type

The following form is required to register temporary, special event and grand opening signs in accordance with the Zoning Regulations.

Type of Sign:

☐ Temporary Sign (Sect. 34.9.J)
☐ Special Event (Sect. 34.6.A.6)
☐ Grand Opening (Sect. 34.9.K)

Business Name: ______________________________

Business/Event Location: ______________________________

Contact Person: ______________________________

Phone Number: ______________________________

Location of Sign(s): ______________________________

Size of Sign(s): ______________________________

Date of Installation: ______________________________

Date of Removal: ______________________________

I HAVE READ THE APPLICABLE SECTION OF THE ZONING REGULATIONS AND AGREE TO COMPLY:

________________________________________

Signature

________________________________________

Date

“o”PZC2009