



# 14-Day Temporary Sign Permit Application

## REQUIRED ONLY FOR TEMPORARY MANUAL READER BOARDS AND TEMPORARY BANNER SIGNS

Application Fee \$50 + \$50 Deposit  
Payable Online Option at: [tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline)

*The Village of Friendliness – Since 1870*

### Location Information:

Address of parcel where the temporary sign is proposed: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Current Zoning of Parcel(s): \_\_\_\_\_ Existing Use of Property: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Purpose of temporary sign \_\_\_\_\_

### Property Owner Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information (if different than owner):

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Temporary Sign Application Requirements (Section 22.05.15):

- Site plan that shows the proposed location of temporary sign and setbacks from property lines.
- Dates the temporary sign is planned to be placed: From \_\_\_\_\_ to \_\_\_\_\_
- \$50 fee and \$50 deposit, to be returned to the applicant following removal of the temporary sign at the end of the allowable 14 days.
- Rendering or graphic of proposed temporary sign
- Sign Ordinance Acknowledgment (on the reverse side)

I, \_\_\_\_\_ (Owner), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

I, \_\_\_\_\_ (Applicant), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Date*

## Section 22.05.15 Temporary Signs in The City of the Village of Douglas

1. **Temporary Signs.** Temporary signs as defined in Section 22.03 are permitted in all zoning districts, subject to the following restrictions:
  - a. Sidewalk signs shall not be deemed temporary signs
  - b. All temporary signs shall be subject to the prohibitions outlined in Section 22.06.
  - c. Wire-framed signs:
    - i. Up to two (2) wire-framed temporary signs are permitted per parcel.
    - ii. Wire-framed temporary signs shall not be subject to the requirements of Section 23.03, Permit Procedures and Regulations.
  - d. Up to two (2) feather signs are permitted on parcels within the C-2 and L-I zoning districts, and are not subject to the requirements of Section 23.03, Permit Procedures and Regulations.
  - e. The following regulations shall apply to **temporary manual reader boards** and **temporary banner signs**:
    - i. Temporary banners and manual reader boards are not permitted in residential districts.
    - ii. One (1) temporary banner sign shall be permitted on non-residential parcels within the C-1, C-2 and L-I, and PUD zoning districts, or on parcels in residential districts when associated with a non-residential use.
    - iii. One (1) temporary manual reader board shall be permitted on non-residential parcels within the C-2, PUD, and L-I zoning districts, or on parcels in residential districts when associated with a non-residential use
    - iv. A parcel located in the C-2, PUD, or L-I zoning districts shall not have both a temporary banner sign and a temporary manual reader board during the same period of time.
    - v. A temporary sign permit is required for any proposed temporary banner sign or temporary manual reader board signs. An application for a temporary sign permit shall be submitted to the Zoning Administrator that contains, at minimum, the following information, and is subject to the following procedures:
      1. A site plan that contains the proposed location of the temporary manual reader board or temporary banner.
      2. A stated period of time that the temporary manual reader board or temporary banner sign is proposed to be erected, not to exceed 14 days total.
      3. The applicant shall submit a deposit in the amount of \$50, to be reimbursed after the temporary manual reader board is removed in accordance with the dates indicated on the application.
      4. The zoning administrator shall issue the zoning permit for the temporary banner or temporary manual reader board upon receipt of the required application information noted above and upon determining that the proposed temporary banner or temporary manual reader board is in compliance with the provisions of this ordinance.
      5. The \$50 deposit shall be forfeited if the sign has not been removed by the 15<sup>th</sup> day.

### Acknowledgment

I, \_\_\_\_\_ (owner or applicant) have read the above ordinance section as it pertains to the requirements of the temporary sign application and the allowable duration of the temporary sign.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*