

Temporary Sign Permit

No Application Fee



1 A Temporary Sign Permit is required for all temporary signage and Grand Opening signage (i.e. banners, teardrop banners, inflatables and H-frame type signs). See [Municipal Code](#) Article XVII, Sections 15-17-130 thru 15-17-135 for details about temporary signage.

2 **Property Address** _____

Business Owner/Applicant:

Name(s): _____

Company: _____

Address: _____

Phone #: _____ Email: _____

Property Owner:

Name: _____

Address: _____

Phone #: _____ Email: _____

3 **Grand Opening:** yes no *check one

If 'no', continue to Step 4. If 'yes' fill out the check list below.
The 14-day Grand Opening display does not count against the temporary sign allowance.

Choose two (2) of the following (indicate quantity):

<input type="checkbox"/> banner signs (limit 2)	<input type="checkbox"/> small inflatable and/or one (1) of the following:
<input type="checkbox"/> teardrop banner	<input type="checkbox"/> one large inflatable (limit 7 days)
<input type="checkbox"/> pennants, streamers, string of lights, etc.	<input type="checkbox"/> one searchlight (limit 3 days)

4 **Check one:** Major tenant Minor tenant

Square footage of business: _____

Sign type (indicate quantity):

<input type="checkbox"/> banner signs (limit 2)	Sign size: _____ wide x _____ tall = _____ total sq.ft.
<input type="checkbox"/> teardrop banner (# based on sq.ft.)	Sign size: _____ wide x _____ tall = _____ total sq.ft.
<input type="checkbox"/> freestanding H-Frame type signs (limit 1)	Sign size: _____ wide x _____ tall = _____ total sq.ft.

Inflatable small; large (limit 1 for up to 7 days)

Other type of sign (specify): _____

Sign limitations (Sec. 15-17-130 of the Municipal Code):

- Banner-type signs shall not exceed three (3) feet tall by fifteen (15) feet wide and forty-five (45) sq.ft.; not to exceed the width of the subject building elevation.
- Freestanding H-Frame type signs are limited to a maximum of six (6) sq.ft. in area per side; not to exceed two (2) sides per any one (1) sign.

Sign material(s): _____

Banner-type sign location – elevation(s): _____ North _____ South _____ East _____ West

*Include an exhibit showing the location of all temporary signage applied for. Please note that temporary signage shall not be permitted in the public rights-of-way.

Dates Approved for Temporary Sign Permit

Business:

Calendar Year:

No temporary sign shall be erected or displayed for longer than sixty (60) days per calendar year. Such sixty (60) days may be utilized consecutively or on intermittent dates as specified on the approved sign permit. The applicant shall remove any temporary signs on or before the expiration date specified on the approved permit.

Grand Opening Dates: ___/___/___ to ___/___/___ Limit of 14 days

Large Inflatable Dates ___/___/___ to ___/___/___ Limit of 6 days in a 6-month period

Searchlight or Beacon Dates: ___/___/___ to ___/___/___ Limit 3 days

Day	Date	Day	Date	Day	Date	Day	Date
1		16		31		46	
2		17		32		47	
3		18		33		48	
4		19		34		49	
5		20		35		50	
6		21		36		51	
7		22		37		52	
8		23		38		53	
9		24		39		54	
10		25		40		55	
11		26		41		56	
12		27		42		57	
13		28		43		58	
14		29		44		59	
15		30		45		60	

Applicant Signature:

(Please email completed application and materials to: planningtechs@windsorgov.com)

Office Use Only

Approved: ___ Yes ___ No

Approval Signature:

Date: