



# Temporary Sign Permit

Permit #:	_____
Zoning District:	_____
Date:	_____

**NOTE:** No fees are required at this time. The Zoning Officer may waive any of the requirements, and may require additional information as necessary for proper consideration of this request.

3 A site plan showing the location of the sign on the property in relation to existing buildings, other signs, parking areas, rights-of-way and adjacent streets. A detailed narrative description may be substituted for the drawing if approved by the Zoning Officer.

3 Other \_\_\_\_\_

*Please PRINT the following information clearly:*

Applicant's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Property Owner's Name\*: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Location of Proposed Sign: \_\_\_\_\_

Type of Sign: \_\_\_\_\_ Post Date: \_\_\_\_\_ Expiration Date\*\*: \_\_\_\_\_

Total Size of the Sign (in square feet): \_\_\_\_\_ Total Height of the Sign (in feet): \_\_\_\_\_

How will the Sign be Attached/Anchored\*\*\*? \_\_\_\_\_

*\* If the applicant is not the property owner, a signed statement granting the applicant permission to place the sign on the property must accompany this application.*

*\*\* Not to exceed 30 continuous days. A maximum of 4 permits issued for 1 week intervals may be granted for the same business, not to exceed 4 total weeks per calendar year.*

*\*\*\*No sign shall be located in the street right-of-way, unless permitted by the Zoning Officer below, and **no sign shall be attached to any public structure including poles, guy wires, and bridges.***

**\*\*\*FOR THE PURPOSE OF THIS SECTION(156.109), ALL BUSINESSES LOCATED ON THE SAME LEGAL LOT SHALL BE TREATED AS ONE BUSINESS.**

*I hereby certify that the information provided hereon is, to the best of my knowledge, correct and complete. I understand that providing false or incomplete information or violating an approved zoning permit may be grounds for revocation of the permit. I further understand that if I fail to remove the permitted sign after the expiration date shown above or I place or attach it in any manner not permitted, the City may remove the sign at my expense or I may be subject to penalties as set forth in the City of Monroe Code of Ordinances.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

Based upon the information provided with this application, the work as proposed meets the requirements of the zoning ordinance and other land use regulations in effect in the city's jurisdiction.

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_  
City Zoning Officer

\_\_\_\_\_  
Date