

TEMPORARY SIGN APPROVAL

FOR CITY USE ONLY:

Permit # _____



APPLICATION FOR COMMERCIAL REAL ESTATE OR CONSTRUCTION SIGN

SITE ADDRESS: _____

APPLICANT

Applicant Name	_____
Company	_____
Address	_____
Phone Number	_____ E-Mail Address _____

WHAT DO I NEED TO SUBMIT TO GET A PERMIT?

1. This application form completed and signed.
2. A photograph or drawing of the banner or sign including details on how it will be mounted.
3. A site plan showing the proposed location.
4. No fees are required.

Install Date: ____ / ____ / ____

Anticipated Removal Date: ____ / ____ / ____

APPLICATION INFORMATION

SIGN

Sign Area: _____ Height X _____ Width Limited to 36 square feet
Overall Height: _____ Limited to 6 feet in overall height (Larger/taller signs require a sign permit)

BANNER—MOUNTED TO BUILDING, FENCE OR RETAINING WALL

Sign Area: _____ Height X _____ Width Limited to 60 square feet
Location of Sign: _____

BANNER—GROUND MOUNTED

Sign Area: _____ Height X _____ Width Limited to 36 square feet
Overall Height: _____ Limited to 4 feet in overall height

APPLICANT ACCEPTANCE

ACCEPTANCE

I hereby certify that the information contained in this application and accompanying plans is correct, and that I will conform to all applicable laws of the City of Maryland Heights. I further certify that I have read and understand the following:

1. The temporary sign must be placed on the subject property and not within the right-of-way of the street (signs in the lawn between the sidewalk and street are prohibited).
2. The temporary sign must be located at least 2 feet from any property line.
3. The temporary sign cannot interfere with pedestrian or vehicle movement, sight or safety.
4. Signs shall be securely fastened or mounted at all times.
5. A real estate sign must be removed within 5 days following the date of closing or lease initiation.
6. A sign on property under construction must be removed 10 days after the receipt of an occupancy permit for a building or development or 10 days after the completion of the work if no occupancy permit is required.

APPLICANT ACCEPTANCE _____ DATE _____

EMAIL THIS APPLICATION AND REQUIRED INFORMATION TO: planning@marylandheights.com