

TEMPORARY SIGN APPROVAL

FOR CITY USE ONLY:

Permit # _____



APPLICATION FOR TEMPORARY 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.
3. Ground mounted banners over 3 feet in height require a site plan showing the proposed location.
4. Signs on multi-tenant properties require the property owner/manager's consent on the application form.

ONLY ONE TEMPORARY SIGN IS ALLOWED AT A TIME

APPLICATION INFORMATION

Up to 8 opportunities per calendar year – each opportunity is limited to one sign for 7 days

<input type="checkbox"/> 1	Install Date: _____ / _____ / _____	<input type="checkbox"/> 5	Install Date: _____ / _____ / _____
<input type="checkbox"/> 2	Install Date: _____ / _____ / _____	<input type="checkbox"/> 6	Install Date: _____ / _____ / _____
<input type="checkbox"/> 3	Install Date: _____ / _____ / _____	<input type="checkbox"/> 7	Install Date: _____ / _____ / _____
<input type="checkbox"/> 4	Install Date: _____ / _____ / _____	<input type="checkbox"/> 8	Install Date: _____ / _____ / _____
<input type="checkbox"/>	Grand Opening (up to 14 days)	Install Date: _____ / _____ / _____	

YARD SIGN

Sign Area: _____ Height X _____ Width Limited to 4 square feet
Overall Height: _____ Limited to 3 feet in overall height

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

Please note: Different application form provided for commercial real estate signs/banners and construction signs

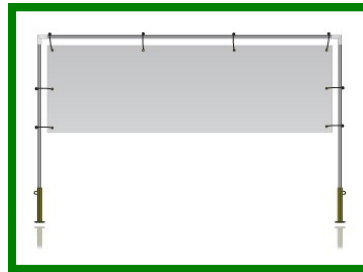
CONTINUED ON REVERSE →

See Article 15, Sign Regulations, of the Zoning Code for the complete regulations.

WHAT KIND OF A TEMPORARY SIGN CAN I HAVE?

The code permits:

- A banner (mounted to a wall or ground mounted with at least 2 supports); or
- A yard sign



Other signs and attention-getting devices are not permitted.



APPLICANT 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 also understand that it is my responsibility to make sure that I comply with all individual subdivision indentures. 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. On a multi-tenant property, banners must be a minimum distance of 200 feet apart and yard signs must be a minimum of 100 feet apart from each other and from banners.

APPLICANT ACCEPTANCE _____ DATE _____

MULTI-TENANT PROPERTY OWNER _____ DATE _____

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