



# Temporary Sign Permit Application

Application No. \_\_\_\_\_  
Application Date \_\_\_\_\_

## GENERAL REQUIREMENTS:

A site plan showing the location of the sign on the property in relation to any rights-of-way and adjacent streets.

*Please Print the Following Information Clearly:*

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

Applicant's Address: \_\_\_\_\_

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

Property Owner's Name<sup>1</sup>: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

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

Type of Sign:  Advertising/Special Event  Grand Opening/Coming Soon

Length of Sign (in feet): \_\_\_\_\_ Height of the Sign (in feet): \_\_\_\_\_ Total Square Footage<sup>2</sup>: \_\_\_\_\_

Number of Signs<sup>3</sup>: \_\_\_\_\_ Post Date: \_\_\_\_\_ Expiration Date<sup>4</sup>: \_\_\_\_\_

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

*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. By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

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

\_\_\_\_\_  
Application Date

<sup>1</sup> 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.

<sup>2</sup> Allowable Square Footage: 24 square feet

<sup>3</sup> Maximum Number of Signs: 2 per parcel.

<sup>4</sup> Signs shall be permitted for one 15 days.