



# Temporary Sign Permit Application

Application No. _____
Application Date _____

The Zoning Officer may waive any of the requirements, and may require additional information as necessary for proper consideration of this request.

### 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<sup>†</sup> Grand Opening/Coming Soon<sup>†</sup> Off-Premise Major Event<sup>†</sup>

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<sup>5</sup>? \_\_\_\_\_

<p>Department of Transportation (D.O.T.) Approval required: _____ Not Required: _____</p> <p>130 S. Sutherland Ave. Monroe, N.C. 28112 704-289-1397 (Fax) 704-292-1800</p> <p>_____</p> <p>Department of Transportation- John Underwood: Signature</p>
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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

\_\_\_\_\_  
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: 1 per parcel. Maximum Number for an off-premise event banners: 6.

<sup>4</sup> Signs shall be permitted for one 15 day period with 30 days separation between subsequent temporary sign permits being issued for onsite advertising. For off premise event open to public, signs may be placed up to 7 days prior to the event and removed no more than 2 days after the event.

<sup>5</sup> No sign shall be located in the street right-of-way, unless permitted by a Zoning Officer, and no sign shall be attached to any public structure including poles, guy wires, and bridges.