



CITY OF SIDNEY
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**APPLICATION FOR A PORTABLE OR TEMPORARY
SIGN PERMIT**

I. Applicant Information

Name of Property Owner _____ Telephone No. _____

Address _____

Name of Applicant _____ Telephone No. _____

Address _____

Contact Person _____ Telephone No. _____

II. Sign Information

Business Name _____

Location/Address of Temporary Sign _____

Use of Property _____ Dates of Sign Display _____

Sign Size _____ x _____ = _____ sq. ft. Height _____ ft. Electric? yes _____ no _____

SIGN REGULATIONS: Portable or temporary signs shall be permitted for a period not to exceed three weeks, a maximum of four times per year. It shall be the applicant's or owner's responsibility to maintain portable or temporary signs in good condition and to remove such signs when the time limit for the sign has expired. Such signs shall not exceed 32 square feet in area and six feet in height (for freestanding signs). Signs cannot be placed in the public right of way, nor can they obstruct or adversely affect traffic visibility.

III. Applicant Certification

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INACCURATE INFORMATION ON THIS APPLICATION MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

Signature of Applicant

Date

<i>For Office Use Only</i>		
PERMIT NUMBER _____	DATE FILED _____	FEES PAID \$ _____
APPROVED PER SECTION(S) _____		DATE _____
BY _____	TITLE _____	

What paperwork is required to apply for a portable or temporary sign permit? The sign permit application is generally the only item needed. It may be obtained from the Planning Department (937) 498-8131.

What are the size limitations for a portable or temporary sign? Signs cannot exceed 32 square feet in area each side, nor can the total height exceed six (6) feet for freestanding signs.

Where can I place a portable or temporary sign? Such signs must be placed on the property for which the sign or banner is advertising. Signs can usually be placed anywhere on the property that does not interfere with required off-street parking, pedestrian traffic, or where it would adversely affect traffic visibility; such signs cannot be placed anywhere in the public right-of-way (refer more specific questions to Planning Department staff).

How many portable or temporary signs can I have on my property at one time? Generally, only one; however, some properties are allowed more than one depending on property size and location in relationship to streets (refer more specific questions to Planning Department staff).

How must the property be zoned? Generally, any property not used as a residential dwelling can have a portable or temporary sign (refer more specific questions to Planning Department staff).

How long can I have a portable or temporary sign? You can have the sign up to four (4) times a calendar year, in three (3) week increments each time. Applicants are allowed to combine increments in any manner they chose, as long as display dates are noted on the application.

What is the fee for a portable or temporary sign permit? \$10.00 each three (3) week increment. Applicants who chose to combine increments will be required to pay all fees before the permit is issued, i.e. pay a \$20.00 fee for a six (6) week permit.

How long does it take for approval? If the application is complete and accurate, Planning Department staff can usually have the application approved within 1-2 working days.