



Temporary Signs- Special Events

Fee \$25 / event

The following signs may be erected or maintained, as shown for each zoning district or land use, only after obtaining a permit from the City and payment of permit fees, providing the standards and restrictions in this section are met:

Chapter 195.04(9) - Other signs.

The following additional signs are permitted under this section, subject to the restrictions thereof and are intended to serve the business needs of advertising an initial grand opening for a business and other special promotions, sales or events. Portable signs, banners, streamers and/or balloon signs are permitted, upon the issuance of a permit from the city, in commercial, industrial and institutional zoning districts for the purposes of promoting a grand opening, special sales or events.

One non-lighted portable sign or balloon sign not exceeding thirty-two square feet per plane (side) and additional banners and/or streamers located upon the site of the grand opening, promotions, sales or events shall be allowed at any time of the year for any period of time for any given event so long as the aggregate time that any and all of these "other signs" are present at the business does not exceed 30 days in any one calendar year.. Said "other signs" shall not be located within 5' of any property line. A permit issued by the City will include a fee established by resolution of the City Council which shall be based upon each occurrence of the signage described here-in.

Project Address: _____ **Suite** _____

Applicant is: Property Owner Business Owner Contractor Tenant Other _____

Applicant _____ E-mail _____

Address _____ Phone # _____

Contractor _____ E-mail _____

Address _____ Phone # _____

Business Name: _____

Sign Content/description: _____

Event Description:	Event Dates	# of Days
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of sign: Portable Balloon Banner Streamers Other _____

Sign Dimensions: Height: _____ Width: _____ Sign Face: _____ sq.ft.

Location of sign: _____

I hereby certify that I have read and examined this application and know the information I (applicant) provided to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction of the performance of construction. I, the undersigned, understand that I am responsible for correctly locating the property lines.

Signature of Applicant _____ Date _____

Printed Name: _____

*Signature of Property Owner _____ Date _____

Printed Name: _____

***Sign Permit Application will not be processed without the signature of the property owner.**

Questions regarding signs, please contact the Planning Division at 515-963-3550.

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT REVIEW & APPROVAL

Legal Description: _____	Zoning: _____
Date received _____	Approval Notification Date _____
Office Use Only	