



| | |
|-----------------------------------|---------------------------------|
| OFFICE USE | |
| DATE FILED: _____ | |
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED |
| DATE: _____ | |

TEMPORARY SIGN PERMIT APPLICATION

(PLEASE TYPE OR PRINT IN INK)

| | | | | |
|---|----------------------------------|--|-----------------------|-------------------|
| I. APPLICANT/AGENT | | Name: _____ | | |
| Mailing Address: | Street | | | Phone: _____ |
| | City _____ State _____ Zip _____ | | | Mobile: _____ |
| | Email: _____ | | | |
| II. PROPERTY | | Street Address: _____ | | |
| Owner: | _____ | | Zoning: | _____ |
| Mailing Address: | Street | | | Tax Map No: _____ |
| | City _____ State _____ Zip _____ | | | Parcel No: _____ |
| | | | | Phone: _____ |
| III. NARRATIVE | | Describe the type of temporary sign to be installed. | | |
| | | | | |
| IV. SIGN DETAILS | | | | |
| Sign Height in inches: | | _____ | Sign Width in inches: | _____ |
| Sign Area in ft ² : | _____ | Is there a clear sight triangle? | | _____ |
| Distance from Building (if applicable): | | _____ | | |
| Height above Sidewalk (if applicable): | | _____ | | |
| Sign Material: | _____ | | | |
| Requested Date of Sign Installation: | | _____ | | |
| Proposed Date of Sign Removal: | | _____ | | |

TEMPORARY SIGN PERMIT APPLICATION

V. ADDITIONAL INFORMATION

Temporary sign permits are limited to thirty (30) days or, for temporary use, for the period stated on the temporary use permit.

An application for an electronic message display shall include the manufacturer's statement that the sign has been pre-programmed, to the extent possible, to conform to the requirements of the City Code.

The Zoning Officer may revoke a permit under any of the following circumstances:

1. The information in the application was materially false or misleading;
2. The sign as installed does not conform to the permit application; or
3. The sign violates this code, building code, or other applicable law.

Temporary signs are as follows, subject to sign area and height limitations of the district in which the sign is located:

1. One (1) sign, no illumination, no more than thirty-two (32) square feet in area, located on the property where a building permit is active.
2. On any property for sale or rent, one sign with a total area of up to six (6) square feet and a maximum height of five (5) feet.
3. On dwellings, no more than four (4) temporary signs with a total area of no more than twelve (12) square feet.
4. Window signs, provided that the total area of window signs does not exceed twenty-five (25%) percent of the total area of all windows on each building façade, and such signs are removed within thirty (30) days after being erected.
5. Banners for not more than fifteen (15) days as an accessory to dwellings.

The following information must be submitted with this application:

- Rendering of the sign showing the sign's dimensions.
- Site Plan drawn to scale, if the sign is not affixed to the existing building.
- A copy of the applicant's liability insurance naming the City as coinsured.

VI. ATTEST

I hereby certify that I am the owner on record of the named property, or that this application is authorized by the owner on record, and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. The granting of a temporary sign permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Elkins representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

| | | |
|------------------------------------|------------------------------|------|
| | | |
| Type/Print Name of Applicant/Agent | Signature of Applicant/Agent | Date |