



COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY OFF PREMISES SIGN PERMIT APPLICATION

Information:

The main purpose of a temporary off premise sign permit application is for yard and/or garage sales. City Ordinances allow Yard/Garage sales on ***your own premises*** (on your own yard) with a temporary sign ***on your own yard*** for a maximum of five (5) days per calendar year without requiring a Business License and a Home Occupation Permit. Off premise sign permits will be Issued at NO COST according to the following conditions:

- The number of signs and location areas are to be identified
- Signs must be placed on private property with owners permission (It Is prohibited to place any signs on public property, public poles, street signs, park strips and etc.)
- Signs to be constructed of suitable material (A-Frame signs are not permitted)
- The day or days the signs will be up and taken down (5 days maximum)
- The applicant is responsible for removing the signs
- Place permit sticker on the front of the sign
- Sign the Permit and the Permit stickers

No off premise signs will be allowed in the city for a sale conducted in another city or area.

Number of Signs _____

Indicate Location of Signs on the Map Provided

Location of Yard/Garage sale _____

Date(s) signs will be up _____

I will abide by the above guidelines.

Applicant

Phone

Community Development Department

Date

Note: A separate fine will be assessed for each sign that is determined to be in violation.