



**Application for a Temporary Sign
City Code Section: 115-188**

Name of Business on business license: _____

Business license #: _____ Business phone #: _____

Name of Applicant: _____ Title: _____

Address of Business: _____ Suite: _____ Tax Parcel ID#: _____

Requested Dates (maximum of consecutive 15 days): Beginning date: _____ Ending date: _____

Cost of temporary sign: \$ _____ Dimensions: Height: _____ Width: _____ (Note: Max 32 SQFT)

Requested temporary advertising type (select only one):

Banner: _____ Balloons: _____ Flags: _____ Streamers: _____ Other: _____

If other, please describe: _____

Please attach the following items:

- 1) **A sketch or picture of the requested sign indicating the dimensions**
- 2) **Draw a diagram of the property and indicate the location of the sign**

Have you had a temporary sign permit at the above address within the last year (365 days)? _____

If yes, what dates were permitted? _____

Please note: according to City Code § 115-186 signage located within the right-of-way, or attached to trees or utility poles is prohibited.

Do not write below this line. Office use only.

Sketch attached? _____ Fee Paid: _____ Temporary Permit #: _____

Approved, City of Norcross Community Development Department _____ Date _____

A copy of this application will be provided to the City Code Enforcement Office for filing. This permit is to remain on the property referenced above and must be available for viewing by City Officials for the entire duration of the temporary sign.