



Munis #: _____

APPLICATION FOR TEMPORARY SIGN PERMIT

APPLICANT (PERSON RESPONSIBLE FOR REMOVING SIGNS UPON EXPIRATION)

Business Occupational Tax # _____

Business Name _____

Business Owner or Manager _____

Phone _____

Business Address _____

City State Zip _____

SIGN LOCATION/DESCRIPTION

Description of sign _____

Address where sign will be located _____

(Check all that apply):

- Banner
- Freestanding Sign
- Tent
- Balloons

Sign Height _____ Sign Width _____

Attached to Bldg. _____ Ground _____

Setback from pavement 10 feet or out of right of way, whichever is greater.

Balloons should not exceed total of 3 cubic feet.

Fee for a temporary sign/advertising device is \$25.00 for each sign/device for each 10 day period or Grand Opening.

Permit begins: Date: ____/____/____ # of Days _____

Permit expires: Date: ____/____/____ Fee: No. of devices _____ x \$25.00 each

Sticker Number: _____

Total Fee _____

BUSINESS

SIGN DESCRIPTION



Additional Sticker Information

<p>2. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ # of Days _____ Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>	<p>3. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ # of Days _____ Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>
<p>4. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ _____ # of Days Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>	<p>5. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ _____ # of Days Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>
<p>6. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ _____ # of Days Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>	<p>7. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ _____ # of Days Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>
<p>8. Permit begins: Date: _____/_____/_____ Permit expires: Date: _____/_____/_____ Sticker Number: _____ _____ # of Days Fee: No. of devices _____ x \$25.00 each Total Fee _____</p>	



Temporary Sign Permit Requirements - Section 10.3.6

1. Temporary signs—including but not limited to banners, balloons, tents and staked yard signs are typically-made of less durable materials and are **not intended to be permanent**. If your sign is intended to be permanent, please request a Permanent Sign Permit Application form.
2. **Each location may permit one sign per road frontage. A tenant in a shopping center or multi-tenant location shall be considered to have one road frontage.**
3. A temporary sign may be permitted in increments of ten (10) consecutive days for no more than a total of eighty (80) days per calendar year. Each temporary sign permit is good for one ten (10) day period.
4. In addition, a new business may obtain a Temporary Sign Permit for a period of up to two (2) consecutive weeks to announce a grand opening upon the initial opening of the business.
5. The maximum size allowed per sign is thirty-two (32) square feet.
6. Sign Permit fees of \$25 per advertising device for each 10 day period, must be submitted with the application. Make your check or money order payable to the City of Roswell.
7. You will receive a permit decal sticker(s) to be affixed to the lower right hand corner of each advertising device. The numbers on the stickers must correspond to the numbers listed on the Temporary Sign Permit. Signs without a sticker are deemed not permitted.
8. Temporary signs and banners must be on private property with the express consent of the property owner, set back about ten feet from the curb. The sign may not be placed in the public right-of way. No signs are allowed on utility poles, trees or traffic signs.
9. **The applicant is responsible for removing the signs by the indicated expiration date. Failure to remove the advertising device on the expiration date could result in the issuance of a citation, penalties and/or a court fine.**
10. No advertising shall exceed the height of the building.
11. **No portable, sidewalk, a-frame, pennants or easel signs are allowed for a Temporary Sign Permit.**
12. This permit must be displayed upon the request of any municipal officer or citizen requesting identification or proof of permission for this sign.
13. A temporary sign is required to be located upon the premises of the business or entity identified on the sign.

Applicant Signature

I hereby certify that I have read the Temporary Sign Requirements and that all information provided herein is true and correct. I agree to remove my sign on the expiration date, comply with the above requirements and all applicable rules and regulations of the Unified Development Code. I understand that failure to comply with these rules and regulations may result in removal of my signs, and/or issuance of Court Citations

Applicant Signature: Business Owner or Owner's Representative

Date: ____/____/____

Office Use: Fee Paid _____ Application Scanned _____ Date: ____/____/____

Approved By: _____ Date: ____/____/____