



TEMPORARY/PROMOTIONAL SIGN PERMIT REVIEW PROCEDURES & SUBMITTAL REQUIREMENTS

No sign may be erected, constructed, structurally altered, moved, extended, enlarged, replaced or removed without the owner or operator first obtaining a sign permit. To assure a uniform size and safe placement of temporary and/or promotional signs and banners throughout the City of Yukon

Requirements for a Temporary/Promotional Sign Application: Complete and submit the Temporary/Promotional Sign Permit Application. The Temporary/Promotional Sign may be installed after it has been approved and a site inspection has been completed.

Incomplete applications or applications without adequate drawings will cause a delay in the processing of your application.

Approval Guidelines

Time:

- ⇒ Temporary/Promotional signs are intended to be displayed for a limited period of time. *A temporary sign, for example, may contain language such as, but not limited to “now leasing”, “grand opening”, or “now enrolling”, is permitted on a **temporary basis** for a maximum of 2 (two) times in a 12 month consecutive period not to exceed 30 days in any consecutive twelve (12) month period. Maximum size shall be 50 square feet. A temporary sign must be attached to a building or self supported. All types of signs are prohibited from being attached to trees or utility poles. A permit containing the language as stated on the banner, location and date to be erected and removed shall be required.*

Guidelines:

- ⇒ Temporary/Promotional signs shall not obstruct a pedestrian path or be located in the right-of-way.
- ⇒ The maximum area for a temporary/promotional sign is 50 square feet
- ⇒ *A temporary business promotional sign is used to promote a special feature, event, sale, product, service or other promotion available in connection with the business operating on the property, which includes banners, balloons, inflatable's company flags, and posters. **Temporary business promotional signs shall not include portable, vehicle signs, pennants, spinners, ribbons, or streamers.***

REMOVAL: THE APPROVED TEMPORARY/PROMOTIONAL SIGN SHALL BE REMOVED WITHIN THE TIME PERIOD DESIGNATED ON THE TEMPORARY/PROMOTIONAL SIGN PERMIT.

Following review by the Development Services Director or his designee the sign permit will be approved with conditions or denied. All sign applications will be reviewed within 5-7 working days.

Fees: Please see fee schedule for appropriate sign fees

For additional information, guidelines, and regulations, please review Chapter 213 of the City of Yukon Sign Ordinance by following this link: www.municode.com



TEMPORARY / PROMOTIONAL SIGN PERMIT APPLICATION

DEVELOPMENT SERVICES

Applicant Information

Applicant Name/Title _____ Phone: _____
 Business Name: _____ Phone: _____
 Site Address: _____ Phone: _____
 Contact Person: _____ Phone: _____

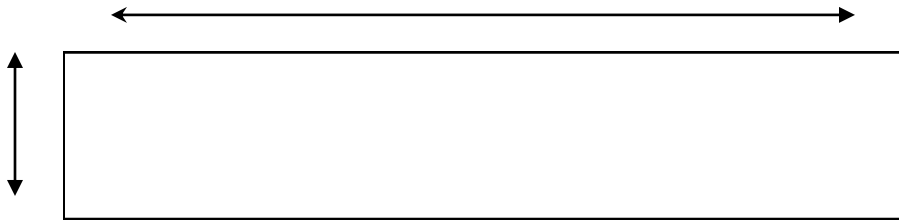
Type of Business (Check One)

_____ Retail _____ Service/Commercial _____ Office _____ Restaurant
 _____ Other

Sign Type and Specifications (Check One)

_____ Freestanding _____ Banner _____ Window Sign _____ Construction
 _____ Searchlights _____ Cold Air Inflatable _____ Special Event
 _____ Grand Opening Sign

Sign Size: _____ Method of Attachment _____
(Example 2' X 10") (Example String, nails, etc.)



Sign Wording: _____

Placement Location: _____

Date to be Installed: _____ Date to be Removed: _____

Note: Temporary/Promotional Signs shall be allowed for a period of time not to exceed 30 days from the date of the issued permit not to exceed the maximum m of 2 (two) times in a 12 month consecutive period not to exceed 30 days in any consecutive twelve (12) month period.

I hereby submit this information in requesting a permit to erect a temporary/promotional sign in the City of Yukon. If this permit is issued, I agree to conform to all City ordinances and building division regulations pertaining & in accordance with plans submitted

 Signature Title Date