



## 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 Community Development 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 94 of the City of Yukon Sign Ordinance by following this link: [www.municode.com](http://www.municode.com)*



# TEMPORARY / PROMOTIONAL SIGN PERMIT APPLICATION

## Applicant Information

Applicant Name/Title \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

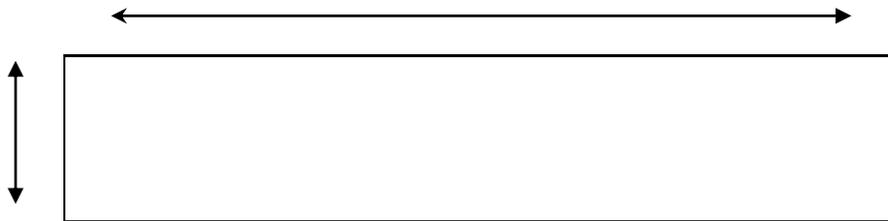
## Type of Business (Check One)

\_\_\_\_\_ 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