



Temporary Sign Permit Application

Fee Paid:	Date:
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Date:

Name of Organization:		Phone:
Name of Contact:		Email:
Organization's Physical Address:		
Mailing Address:		
Address of Sign's Location*:	Size of Sign:	x
Dates of Posting Signs:	Number of Signs:	
Description:		

**If the temporary signs will be placed in more than 1 location, please provide an attached list of addresses.*

Excluding small ground signs, no more than 4 total temporary sign permits are allowed per organization per year. Ground signs must be placed behind the sidewalk or ditch line, or placed 5 feet from edge of road pavement. Excluding lighter-than-air signs, ground-mounted signs may not exceed 7 feet in height. All signs posted on private property must have signed permission from the property owner.

Any temporary signs that are outdated, in poor condition, abandoned, and/or are not in an upright position may be removed by the Town. See Chapter 12 of the UDO for additional sign regulations.

Check the appropriate sign type/description (categories not limited to graphic description):

- Lighter-than-Air** - Permitted on business premises up to 2 times per year, up to 3 consecutive days. Height allowed is proportional to distance from property line, up to 100 feet.
- Seasonal Farm Product** - Permitted for a max. period of 60 days. 3 square foot max. sign area permitted. Signs must be located on private property. No more than 6 signs are permitted at any one time.
- Mobile** - Prohibited on a permanent basis. Permitted on a temporary basis at special events for 14 days in commercial and manufacturing districts.
- Banners & Pennants** - Located on the building and must relate to a special promotion or event of limited duration - may not replace permanent sign. Only 1 per business is permitted to be displayed at a time for 30 days max. Area may not exceed 32 square feet.
- Small Ground** - Max. size of 3 square feet permitted. Only permitted for businesses and nonprofits located within Wendell's jurisdiction. No more than 12 are permitted per organization at one time. No more than 2 may be located on the same property. There is no limit on sign duration.
- All Other Temporary Signs** - Combined size cannot exceed 32 square feet. If more than 1 is placed on the same property, the sign area allowed is reduced to 3 square feet each. Permit will be allowed for 14 days.

I, the undersigned, agree to abide by the regulations set in Chapter 12 of the Wendell UDO and any other applicable regulations or conditions related to the erection and maintenance of the above designated sign. I understand that violation of any of the regulations will result in the revocation of this sign permit and may require the removal/relocation of the violating sign in addition to possible penalties.

Applicant Signature _____ Date _____

Staff Comments:	_____
_____	_____
_____	_____
Town Staff Signature	Date