

**CITY OF MILLWOOD
APPLICATION FOR TEMPORARY SIGN PERMIT**

Permit Fee: \$25.00

Instructions:

Persons applying for a temporary sign permit must complete the Temporary Sign Permit application form in full. The completed application along with required drawings must be submitted to the City as the application package.

Information Required from the Applicant:

The following information is required for the application to be considered complete. If information is missing, the application will be delayed.

DESCRIPTION OF SIGN: A verbal description or drawing of the sign including its dimensions and materials.

SITE PLAN: A verbal description or drawing of the site, drawn to scale, which contain: the scale of the drawing (must be a usable scale, i.e. 1:20), north arrow, site area with property lines and dimensions, widths and names of closest rights-of-way, location, size and height of all existing and proposed structures, parking areas and driveways.

Applicable sections of the city code:

17.32.070(B). Temporary Sign Permits.

Temporary signs which are not exempt under Section 17.32.040 may be allowed by a temporary sign permit issued by the town. The purpose of a temporary sign is to allow notice of public service events or occasions, short-term sales events, or care facility openings. The temporary sign must meet all the requirements of this chapter with the exception of being permanently mounted. The sign shall not be illuminated, and shall not create a hazard to the public by its location or temporary nature. Temporary sign permits shall be granted for a maximum of thirty (30) days and shall be nonrenewable. The temporary sign permit fee shall be set by resolution of the town council.

17.32.030 Sign requirements.

All signs erected or placed in the town shall meet the following requirements:

- A. All signs shall be of sturdy construction and be permanently mounted so as to assure the safety of persons who travel under or near the same;
- B. No sign shall extend over the right-of-way or be placed on a public sidewalk unless authorized by a special sign permit;
- C. No sign shall be constructed or located so as to obstruct vehicular or pedestrian travel or the proper view of persons using streets and sidewalks in the town;

D. The bottom of any sign over forty-two (42) inches high shall not be less than twelve (12) feet above ground level and the top of any sign shall not be more than twenty (20) feet above ground level;

E. All signs, except on building signs, shall be located at least fifteen (15) feet back from the right-of-way line and shall be permanently mounted;

F. No sign in a residential zone shall exceed six square feet in area and no sign in a commercial area, except that which is along Trent Avenue east of Woodruff Road, shall exceed thirty-two (32) square feet in area without a special permit. No sign in a commercial area along Trent Avenue east of Woodruff Road shall exceed forty-eight (48) square feet in area without a special permit;

G. Signs located on any building shall be at least ten feet above grade and shall not extend more than two feet from the building or be closer than two feet from the curb or right-of-way line;

H. All signs must advertise the business or property upon which they are located;

I. All signs, whether existing prior to this chapter or hereafter erected, shall be kept and maintained in good repair so as to be pleasing in appearance and not endanger the health, safety and welfare of the town or general public;

J. Back lit and steady burn neon signs will be allowed in areas zoned commercial or public reserve. Illuminated or "flip-disk" type readerboard signs may be allowed by special sign permit in areas zoned commercial or public reserve. Each sign proposal shall be reviewed by the planning commission to ensure that it will not be overly distracting, or create any other safety hazards to the public. Placement of the lighted signs shall be such that no light extends over property lines to any adjoining property.

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