

Temporary Sign Permit Application

**BC: Central Business District,
BN: Business Neighborhood and
PDD-2: Planned Development District 2**



**COMMUNITY
DEVELOPMENT**
Professional. Thorough. Responsive.

Sign Location Address		Date of Application
Occupant/Agent Name		Phone Number
Building Owner Name		
Address (Street No. and Name)		City/State/Zip Code

Sign Location (Please refer to Site Plan)

Temporary signs must comply with the following Code Ordinance: 1.1001—General Requirements and 1.1011 - Temporary Signs.

A permit is required for each sign. Permit cost is \$25.00.

- ☐ Central Business District
☐ PDD-2: Planned Development District 2

VISION CLEARANCE: Reference Zoning Code Section 1.1107.

<input type="checkbox"/> Periodic <input type="checkbox"/> Banner Sign	<input type="checkbox"/> Permanent <input type="checkbox"/> Feather Sign <input type="checkbox"/> Flag Sign <input type="checkbox"/> Sandwich Board	Sign Height	Dates/Times Requested
		Sign Width	

**Required: A Site Plan must be submitted with the application.
The Community Development Department can provide a aerial view of the property to assist you.**

Site Plan Requirements <i>All of the following must indicated on the submitted site plan.</i> <input type="checkbox"/> No part of the sign will be closer than 5' to any property line. <input type="checkbox"/> Sign will not be located in a parking area. <input type="checkbox"/> If applicable, corner clearance requirements will be met.	<input type="checkbox"/> Accessory Sign—A sign which pertains to the principal use of the premises. <input type="checkbox"/> Non-Accessory Sign—A sign which does not pertain to the principal use of the premises. If applying for a non-accessory sign, permission must be granted by all tenants and the owner of the property that the sign will be displayed on. Written permission must be provided with the application. Permit is valid for a maximum of 5 days.
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If this application is not completed entirely or a site plan is not submitted with all of the requirements, your application will be denied.

I have read and understand the City of Sturgis Zoning Ordinance section 1.1001, General requirements for signs and section 1.1011, Temporary Signs. I agree to comply with the City of Sturgis Code of Ordinance and Zoning Ordinance.

Signature of Applicant _____ Date _____ ☐ Owner ☐ Occupant

OFFICE USE ONLY: ☐ Fee Paid (\$25.00) ☐ Check # _____ ☐ Cash

☐ APPROVED ☐ DENIED Signature of Building Official _____ Date _____