

# Temporary Sign Permit Application

**Business Highway 1, Business Highway 2  
and Business Office Service**



**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 Zoning Ordinance section 1.1101 –Sign General Requirements and 1.10102 - Temporary Signs.**

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

- ☐ Business Highway (B-H 1) Zoning District  
☐ Business Highway 2 (B-H 2) Zoning District  
☐ Business Office Service (B-OS) Zoning District

<input type="checkbox"/> Periodic-Temporary <input type="checkbox"/> Banner Sign <input type="checkbox"/> Portable Sign <input type="checkbox"/> Flag Sign <input type="checkbox"/> Feather Sign <input type="checkbox"/> Yard Sign <input type="checkbox"/> Rigid Frame <input type="checkbox"/> Wire Frame <input type="checkbox"/> Air Blown Device	<input type="checkbox"/> Permanent-Temporary <input type="checkbox"/> Feather Sign <input type="checkbox"/> Flag Sign <input type="checkbox"/> Sandwich Board Sign <input type="checkbox"/> Yard Sign <input type="checkbox"/> Wire Frame	Sign Size	Sign Height
		Dates/Times Requested: _____ _____	

**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.**

<b>Site Plan Requirements</b> <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"/> Sign will be located a minimum of 50' from another temporary sign on same parcel and not create a vision hazard.	<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 1.1012, Temporary Signs. I agree to comply with the City of Sturgis Code of Ordinances and Zoning Ordinances.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_ ☐ Owner ☐ Tenant

☐ Fee Paid (\$25.00) ☐ Check # \_\_\_\_\_ ☐ Cash

☐ APPROVED ☐ DENIED **Signature of Building Official** \_\_\_\_\_ **Date** \_\_\_\_\_