

# VILLAGE OF GLENWOOD

## TEMPORARY SIGN PERMIT and REGULATIONS

Permit # \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fee \$50.00

Business Address \_\_\_\_\_ No. of Signs \_\_\_\_\_ Electrical Fee \$25.00 (if applicable)

Type of Sign: \_\_\_\_\_ Portable \_\_\_\_\_ Temporary \_\_\_\_\_ Special Event Poster \_\_\_\_\_ Banner

Date of Event/Start \_\_\_\_\_ Finish \_\_\_\_\_ Num. of Permits Issued \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Signed \_\_\_\_\_ Building Department \_\_\_\_\_

### PORTABLE and/or TEMPORARY SIGNS

#### **Permitted Districts:**

Business or Office Use, Manufacturing, Educational, Recreational and Institutional

#### **Size and Height:**

Each sign shall not exceed 60 square feet in gross surface area per face and not to exceed 120 square feet in maximum gross area. No sign shall exceed 12 feet in height measured from the ground.

#### **Anchoring:**

Each sign shall be properly anchored to the ground to prevent knock over or wind damage.

#### **Yard Clearance:**

Each sign shall be set back not less than 5 feet from the front or side yard sidewalk line. In absence of sidewalks, the sign shall be set back not less than 10 feet from the curb or road shoulder line.

#### **Illumination:**

Lighted signs shall be internally illuminated on a white or yellow background. Illumination shall not exceed 30 foot candles on the sign surface. *Flashing or blinking lights shall not be permitted.* Electrical supply shall be governed by the Village Electrical Code.

#### **Content:**

Portable/Temporary signs shall only be permitted for special events, special sales, or special occasions and shall contain the information for which the permit has been issued.

#### **Length of Time Permitted:**

Each portable /temporary sign/special event posters allowed by this section shall pay a permit fee as determined by the Village Code, if such sign is electrically powered; an electrical permit fee is required in addition to the sign permit. Permit shall be in effect for 30 days from date of erection as shown on application, after which the sign must be removed. No location shall be issued more than three permits per 12 month period from the issuance of the first permit. No new permit shall be issued prior to 60 days since the expiration of a previously issued sign permit. No more than 2 portable/temporary signs may occupy the same site at any one time. A copy of the permit shall be kept on the site at all times and made available for inspection by a Village Inspector during normal business hours.

### SPECIAL EVENT POSTERS

Each special event poster allowed by this section shall pay a permit fee as determined by the Village Code and shall not be displayed for longer than sixty (60) days prior to or thirty (30) days after the advertised event, excluding requirements for legal notices. They shall contain information relative to special event display permitted in the window.

### BANNERS

As approved by the Building department only and shall contain information relative to special event display permitted in the window only.

### FORM of APPLICATION:

Each applicant shall provide a certificate of liability insurance along with the sign owner's name, address, and phone number. The applicant shall also state the purpose of the special event, sale or occasion, the dates of the special event, sale or occasion and the expected date of erection of the sign. Each sign shall have affixed a tag showing owner's name and phone number.

**I have read and understand the requirements for portable/temporary signs and have agreed to all the requirements as stated above.**