



OFFICE USE
DATE FILED: _____

TEMPORARY SIGN PERMIT APPLICATION

(PLEASE TYPE OR PRINT IN INK)

Fee: \$20.00 [Z-S]

I. APPLICANT/AGENT		Name: _____		
Mailing Address:	Street _____			Phone: _____
	City _____ State _____ Zip _____			Mobile: _____
	Email: _____			
II. PROPERTY		Street Address: _____		
Owner:	_____		Zoning:	_____
Mailing Address:	Street _____			Tax Map No: _____
	City _____ State _____ Zip _____			Parcel No: _____
				Phone: _____
III. NARRATIVE		Describe the type of temporary sign to be installed.		
IV. SIGN DETAILS				
Sign Height in inches:		_____	Sign Width in inches:	_____
Sign Area in ft ² :	_____			
Distance from Building (if applicable):		_____		
Height above Sidewalk (if applicable):		_____		
Sign Material:	_____			
Requested Date of Sign Installation:		_____		
Proposed Date of Sign Removal:		_____		

Finance Rcv'd



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V. ADDITIONAL INFORMATION

Temporary sign permits are limited to thirty (30) days or, for a temporary use, for the period of time stated on the temporary use permit. [Art. 1369.07(H)(2)]

No more than three (3) temporary sign permits may be issued within any twelve (12) month period for the same business in the same location and only one (1) sign may be included on each permit [Art. 1369.07(H)(3)]

Except as permitted by a temporary use permit, temporary signs shall be attached to and parallel with a wall of the building on which wall signs are permitted and shall not exceed thirty-two (32) square feet in surface area. [Art. 1369.07(H)(4)]

The following information must be submitted with this application:

- Rendering of the sign showing the sign's dimensions.
- Site Plan drawn to scale, if sign is not affixed to existing building.
- A copy of the applicant's liability insurance naming the City as coinsured.

VI. ATTEST

I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. The granting of a temporary sign permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date