

Everything You Need

Phone 309-852-2611, Ext. 222
Fax 309-259-6333

PORTABLE SIGN APPLICATION

Application Date: ____ / ____ / ____ Is Owner the Applicant: Yes / No

Property Information (Location for proposed sign)

Street Address: _____ Parcel Number: _____

Applicant Information

First Name: _____ Last Name: _____

Business Name If Applicable: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Portable Sign Information

Overall Dimensions: Height: _____ Width: _____ Depth: _____

Sign Area Dimensions: Height: _____ Width: _____

Illumination: Yes No

If illuminated, describe method of supplying power:

REQUIREMENTS

- 1) Completed application along with any other required information.
- 2) A photo or rendering and description of the sign to be displayed shall accompany this application.
- 3) Portable signs may not be placed on any City Right Of Way.
- 4) If the sign is to be illuminated, a description of how power will be routed to the sign and how the owner and/or operator will route any extension cords used to prevent a trip hazard by the public.
- 5) Portable signs may be used only with approval of this application by the City.
- 6) Portable signs may be displayed for a maximum of 15 consecutive days, and must be removed for a minimum of 15 consecutive days before the next display period. It is the applicant's responsibility to contact the City to advise of display period dates.
- 7) Portable signs may be used for a maximum of 90 days total within any 12-month period.
- 8) Only the portable sign approved with this application may be displayed. If a sign other than the sign shown in the photo attached to this application is desired to be displayed, then a separate Portable Sign Application must be completed and returned to the City for approval. If more than one portable sign is applied for use at any one location, then the total display period will be shared between the signs.
- 9) No offensive language or material of any sort may be displayed on the portable sign. Display of offensive language or material may result in the revocation of the approved permit and removal of the sign at the owner and/or operator's expense.
- 10) Portable signs shall be kept and maintained in good operating condition. This includes but is not limited to the replacement of missing changeable copy letters on a daily basis as needed, replacement of faulty light bulbs if illuminated, and exposed metal must be painted or treated with a rust preventative material.
- 11) Only one temporary sign may be displayed on a property at any one time.

I hereby certify that I am the owner of record of the named property and/or the operator of the named location and authorized by the owner to make this application as his authorized agent, I agree to conform to all applicable laws of this jurisdiction and have read the above requirements. I understand that there may be other regulations other than that on this application and agree to conform to these regulations. In addition, if a permit for portable sign described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature Of Applicant

Address

Phone

