



**TEMPORARY**

**SIGN PERMIT APPLICATION**

*City Hall - 400 Washington Street*

**Building Codes - (319) 753-8172**

**Planning & Zoning - (319) 753-8151**

**OFFICE USE ONLY**

Zoning District: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Days: \_\_\_\_\_

***Please read completely and then fill out and submit information that is requested.***

Regulations for Promotional (Temporary) Signs can be found under Section 17.75.111 Promotional (Temporary) Signs of the Zoning and Subdivision Regulations for the City of Burlington, Iowa.

Date: \_\_\_\_\_ Business Name/Use: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner / Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Sign Installer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**PROPOSED SIGN(S)**

	<u>Type<sup>1</sup></u>	<u>Location</u>	<u>Height<sup>2</sup></u>	<u>Size<sup>3</sup></u>	<u>Total #</u>	<u>Area (Sq. Ft.)</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____

1. Pole, wall, monument, lighted, electronic message, etc 2. Ground (ave grade) to top of sign 3. Size: (length)\*(width)\*(depth)

**TOTAL: # Signs** \_\_\_\_\_ **Area (Sq Ft)** \_\_\_\_\_

~ Indicate the time period for the placement of the promotional signs.

DATE – From: \_\_\_\_\_ To: \_\_\_\_\_

- ◆ **FEE FOR SIGN SHALL BE PAID UPON APPROVAL OF APPLICATION.**
- ◆ **NO SIGN SHALL BE PLACED PRIOR TO PERMIT APPROVAL.**
- ◆ **NO SIGNS SHALL BE PLACED WITHIN THE PUBLIC RIGHT OF WAY.**

PLEASE MAKE SURE THE FOLLOWING ITEMS ARE INCLUDED, WHERE APPLICABLE

\_\_\_\_ **SITE PLAN MUST BE SUBMITTED WITH APPLICATION:** showing building outline and dimensions, property lines and dimensions, driveways, and temporary sign locations (proposed), (use graph sheets or other appropriate documents).

\_\_\_\_ **PICTURE/ILLUSTRATION:** including dimensions of proposed sign(s), sign wording and special features associated with sign.

\_\_\_\_ **DRAWINGS AND SPECIFICATIONS:** of construction materials, method of anchorage, lighting, certification of engineer.

\_\_\_\_ **ELECTRICAL CONTRACTOR:** (if applicable) \_\_\_\_\_

**The applicant** \_\_\_\_\_, agrees to make all installations in accordance with the Sign Ordinance and all other applicable ordinances of the City of Burlington, Iowa, and further agrees to hold the City harmless from any liability incurred as a result of the installation of said sign or advertising structure.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ZONING APPROVAL**

Approved

Denied

Conditions or explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Date

**CODE APPROVAL**

Approved

Denied

Conditions or explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

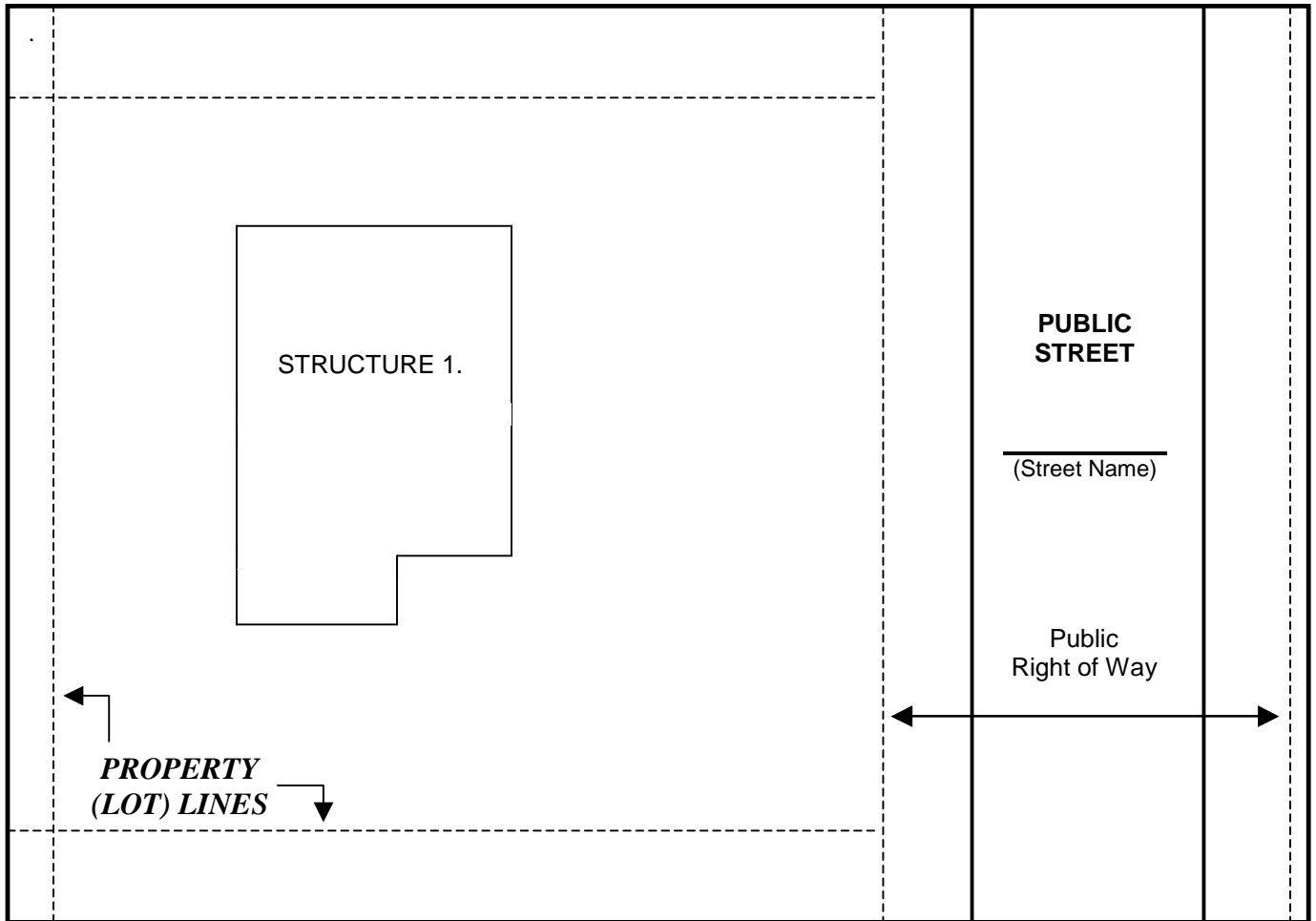
\_\_\_\_\_  
Code Official

\_\_\_\_\_  
Date

**SAMPLE SITE LAYOUT SKETCH:**

SHOW SIMILAR SKETCH OF PROPOSED AND/OR CURRENT SITE LAYOUT WITH THE LOCATION OF ALL PROPOSED AND/OR CURRENT SIGNS.

Show building outline, property, driveways, and sign locations.



**X** = Indicates Sign Location