

PORTABLE/TEMPORARY SIGN APPLICATION

Perkins Township Community Development
 2610 Columbus Ave., Sandusky, OH 44870
 www.perkinstownship.com (419) 609-1435

*Must download and save application before the signature or submittal options are available.



PROPERTY OWNER INFORMATION			Sign Descriptions	
OWNER NAME			A portable sign is any sign not attached to the ground or a permanent structure, or a sign designed to be transported by means of wheels; signs converted to A - or T- frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless such vehicle is used in the normal day to day operations of the business.	
OWNER ADDRESS				
HOME PHONE	CELL PHONE	EMAIL ADDRESS		
AGENT INFORMATION			A temporary sign is a sign intended to be displayed for a short period of time (e.g., typically 30 days not more than 2 times per year) and which is not permanently affixed, including all devices such as banners, pennants, flags (not intended to include flags of any nation, political subdivision, or corporation), searchlights, twirling, or sandwich-type signs, sidewalk or curb signs, and balloons or other air or gas filled figures.	
AGENT NAME				
AGENT ADDRESS				
(CITY STATE ZIP)				
PHONE				
EMAIL ADDRESS				
PROPERTY/LOCATION INFORMATION				
PARCEL NUMBER	CURRENT ZONING	ACREAGE		
ADDRESS	SUBDIVISION			
ADDITIONAL INFORMATION			<p>It is the responsibility of the applicant to obtain approval from the property owner that the portable sign may be placed at this location. The property owner will be held responsible for any damage or violations occurred due to the portable sign.</p>	
Property Owner Signature	Printed Name	Date approved:		Start:
				End:
Portable Signage Policies 1. No closer than 15 feet from any public right-of-way line. 2. Must be secured in place 3. Shall be maintained in good repair. 4. Electrical connections are not allowed to portable signs. 5. The maximum size allowed is 32 square feet.	Temporary Signage Policies 1. No closer than 15 feet from the public right-of-way line. 2. Must be secured in place and have no moving parts. 3. Electrical Connections are not allowed to temporary signs. 4. The maximum size allowed is 50 square feet.			
Portable Signs - Fee: \$50 / Month Temporary Signs - Fee: \$75 / 60 Days (Shall only be for a period not to exceed 60 days and only twice per year.				
PAID BY: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card Transactions paid using a credit or debit card shall be subject to a non-refundable convenience fee equal to five percent (5%) of the amount of the transaction to be added to the total amount otherwise to be paid.				
APPLICATION AUTHORIZATION				
**I hereby certify that I am the owner or agent for the owner and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with the application should be sent to my attention at the address shown above.				
PRINT: Owner/Agent		DATE:		
SIGNATURE: Owner/Agent				
STAFF REVIEW				
Submittal Date:		<input type="radio"/> Walk In <input type="radio"/> Mailed <input type="radio"/> Emailed	Processed By:	
Signature		Title	Date	