

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 Definitions
OWNER NAME			<p>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.</p> <p>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.</p>
OWNER ADDRESS			
HOME PHONE	CELL PHONE	EMAIL ADDRESS	
AGENT INFORMATION			
AGENT NAME			
AGENT ADDRESS			
(CITY STATE ZIP)			
PHONE			
EMAIL ADDRESS			
PROPERTY/LOCATION INFORMATION			
PARCEL NUMBER	CURRENT ZONING	ACREAGE	
ADDRESS	SUBDIVISION		
ADDITIONAL INFORMATION			
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.			
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 at least ten (10) feet from adjoining property lines. 3. Must be secured in place and 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 more than one (1) sign or flag (excluding American, State, Township, or Military Service flags) per nonresidential occupant. 2. No more than thirty two (32) square feet in area in a nonresidential zoning district. 3. No more than sixteen (16) square feet in area in a residential zoning district. 4. Installed for no more than six (6) months. 5. Must be secured in place in a non-permanent fashion and have no moving parts. 6. Temporary signs may not include illumination of any kind, electrical animation, or changeable reader copies. 7. Must be at least fifteen (15) feet from the public right-of-way, or property line, whichever is further.		
Portable Signs - Fee: \$150 / 3-month period Temporary Signs - Fee: \$75 / 6-month period			
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
Signature	Title	Date	Processed By: