

CITY OF BEAVERCREEK
TEMPORARY GROUND SIGN ZONING PERMIT

Date _____
Installation Date _____
Expiration Date _____

Permit _____
Fee _____
Bond _____

INSTRUCTIONS: Complete this application and attach 3 copies of a site plan drawn to scale (e.g. 1"=30') showing the dimensions and shape of the lot, location, and setback of the temporary sign from the property lines.

Business to be Advertised _____
Address _____ Zoning District _____
Development/Shopping Center _____ Parcel ID B42000__00__00__00
Company Installing Sign _____ Telephone _____
Company's Address _____

Sign Size _____ feet by _____ feet. Total Area per side _____ sq. ft. Total Area _____ sq. ft.

Sign Type: A Frame Portable Ground Sign Other _____

Single Faced Double Faced

Sign height from ground level to top of sign _____ feet. (Not to exceed 5 feet in height.)

Setback from edge of pavement _____ feet. (Minimum setback is 15 feet.)

Contact Person _____ Telephone _____

Any person(s) receiving a permit issued by the City for erecting or installing a temporary sign shall remove said sign within three days of the expiration of the permit. To ensure removal, the applicant shall be required to place a bond with the City at the time of the permit issuance for the removal of the sign. The bond shall be in the amount of \$50.00 and shall be refunded in full to the applicant if the permitted sign is removed within three days of the expiration of the permit. In the event a permitted temporary sign is not removed within the three days of the expiration of the permit, said sign shall be deemed an illegal sign and the bond shall be forfeited to the City to cover removal costs. The applicant shall notify Planning Department when sign is removed.

I hereby certify that I am the property owner, or am authorized to act as the owner's agent in obtaining this permit. I further certify that all of the information and attachments submitted with this application are true and correct to the best of my knowledge and that the property owner is responsible for locating and verifying all property lines and boundaries. I understand that if this information is incorrect or incomplete, any permit issued may be invalid and the property owner may be required to remove this structure at his/her own expense. I hereby consent to the inspection of the subject property and of any buildings or structures relevant to this application. Any deviation from the approved plans will require submission and approval of the revised plans.

Applicant's Email Address (Please print) _____

Applicant's Signature _____

This application is: Approved Disapproved

Comments: _____

Planning Department

Date

TEMPORARY GROUND SIGN ZONING PERMIT

When is a sign permit required?

A sign permit is required prior to erecting a sign within the City.

What do I have to do to receive a sign permit?

To receive a sign permit, a Temporary Ground Sign Permit application must be completed in full and submitted to the Planning and Zoning Department along with the application fee, 3 copies of a site plan drawn to Engineering scale (e.g. 1"=30') showing the dimensions and shape of the lot, location and setback of the temporary sign from the property lines.

How long will it be until I receive notification?

The application will be reviewed in one to two business days (if sufficient information has been submitted) and you will be notified by telephone when the application has been approved and the permit has been issued.

Temporary Sign Requirements (Non-residential uses)

Temporary signs permitted in B-1 and B-2 Districts, B-3 and B-4 Districts, O-1, RP-1, ORP-1 Districts, I-1 and I-2 Districts and A-1 Districts.

- Each individual establishment shall be allowed to choose one of the following options per calendar year for a temporary portable ground sign containing changeable copy or for an A-frame sign.
 - Two temporary sign permits each calendar year for a period of time not to exceed one continuous 15-day period per sign permit. Each continuous 15-days period shall be separated from any subsequent 15-day period by no less than 30 calendar days.
 - One temporary sign permit each calendar year for a period of time not to exceed one continuous 30-day period.
- The sign height shall not exceed five feet.
- Total sign area for a temporary ground sign, which is to be constructed of metal, wood, plastic or fiberboard, shall not exceed 20 square feet in sign area per sign face, total sign is not to exceed 40 square feet.
- Any temporary ground sign or any part thereof shall be set back a minimum distance of 15 feet from the edge of an adjacent roadway pavement. Additional setbacks may be required to avoid placement within the public right-of-way.

If you have any questions, a staff member in the Planning and Zoning Department is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.