



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

BUSINESS INFORMATION	Munis #: _____	
	APPLICATION FOR TEMPORARY SIGN PERMIT	
	<u>APPLICANT (PERSON RESPONSIBLE FOR REMOVING SIGNS UPON EXPIRATION)</u>	
	_____ Roswell Business Account ID	
	Business Name _____	
	Business Owner or Manager _____	Phone _____
	Business Address _____	City _____ State _____ Zip _____
	<u>SIGN LOCATION / DESCRIPTION</u>	
	Description of sign _____	
	Address where sign will be located _____	
SIGN DESCRIPTION	(Check all that apply):	Sign Height _____ Sign Width _____
	<input type="checkbox"/> Banner	Attached to Bldg. _____ Ground _____
	Setback from pavement 10 feet or out of right of way, whichever is greater.	

See fee schedule from Roswellgov.com for a temporary sign/advertising device for each 10 day period or Grand Opening.		
1. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____	2. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____	

Additional Sticker Information-only use this page if your dates are not consecutive

<p>3. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>	<p>4. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>
<p>5. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>	<p>6. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>
<p>7. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>	<p>8. Permit begins: Date: ____/____/____ Permit expires: Date: ____/____/____ # of Days: _____ Fee: No. of devices <u> 1 </u> x \$25.00 each Total Fee: _____ Sticker Number: _____</p>

Temporary Sign Permit Temporary Sign Permit Requirements - Section 10.3.22

1. A Temporary sign includes: banners, balloons, flags, pennants, streamers and/or staked yard signs and are typically made of non-durable materials. **Temporary signs are not intended to be permanent.** If your sign is intended to be permanent, please request a Permanent Sign Permit Application form. .
2. **Each location may permit one sign per road frontage. A tenant in a shopping center or multi-tenant location shall be considered to have one road frontage.**
3. A temporary sign may only be permitted in increments of ten (10) consecutive days, for no more than a total of eighty (80) days per calendar year. Each permitted sticker is only valid for one scheduled (10) day period. The permit shall expire at the end of the 10th day and the temporary sign must be removed by the applicant. A total of ten (10) days will be deducted from the allotted eighty (80) day total regardless of the actual days used.
4. Each business is allowed a total of (8) permitted stickers per calendar year and each sticker is valid for one (10) day period.
5. In addition, a new business may obtain a Temporary Sign Permit for a period of up to two (2) consecutive weeks to announce a grand opening upon the initial opening of the business.
6. The maximum size allowed per sign is thirty-two (32) square feet.
7. Sign Permit fees of \$25 per advertising device for each 10 day period, must be submitted with the application. Make your check or money order payable to the City of Roswell.
8. You will receive a permit decal sticker(s) to be affixed to the lower right hand corner of each advertising device. The numbers on the stickers must correspond to the numbers listed on the Temporary Sign Permit. Signs without a sticker are deemed not permitted.
9. Temporary signs and banners must be on private property with the express consent of the property owner, set back about ten feet from the curb. The sign may not be placed in the public right-of way. No signs are allowed on utility poles, trees or traffic signs.
10. **The applicant is responsible for removing the signs by the indicated expiration date. Failure to remove the advertising device on the expiration date could result in the issuance of a citation, penalties and/or a court fine.**
11. No advertising shall exceed the height of the building.
12. **No portable, sidewalk, a-frame, or easel signs are allowed for a Temporary Sign Permit.**
13. This permit must be displayed upon the request of any municipal officer or citizen requesting identification or proof of permission for this sign.
14. A temporary sign is required to be located upon the premises of the business or entity identified on the sign

APPLICANT SIGNATURE

I hereby certify that I have read the Temporary Sign Requirements and that all information provided herein is true and correct. I agree to remove my sign on the expiration date, comply with the above requirements and all applicable rules and regulations of the Unified Development Code. I understand that failure to comply with these rules and regulations may result in removal of my signs, and/or issuance of Court Citations.

Applicant Signature: Business Owner or Owner’s Representative

Date

Office Use: Fee Paid _____ Approved By: _____ Date: ____ / ____ / ____