



# CITY OF MANASSAS, VIRGINIA

## COMMUNITY DEVELOPMENT

9027 Center Street  
Manassas, VA 20110

Facsimile: 703/257-5117  
Telephone: 703/257-8278

Permit # \_\_\_\_\_

### TEMPORARY SIGN PERMIT

*Note: Up to four signs do not require a permit but must follow location requirements listed below*

Application is hereby made for the issuance of a temporary sign permit for up to 20 signs located in the City of Manassas as shown on the attached map.

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Placement of temporary signs is subject to the location requirements (City Code Sec. 102-44) as follows:

- (1) Temporary signs shall be no larger than three square feet in sign area and shall be constructed of paper, poster board, plastic, or similar light material. Temporary signs shall be mounted on stakes or wire posts and shall not be affixed to utility poles, public signposts, or trees.
- (2) Temporary signs shall not be posted before 12:00 noon on Friday and shall be removed by 12:00 noon on Monday, except that on holiday weekends temporary signs may be posted after 12:00 noon the day prior to the holiday weekend and need not be removed until 12:00 noon the day after the holiday, if the holiday falls on a Monday.
- (3) Only one temporary sign per person per block shall be permitted, and the signs shall be posted only on the utility strip between a sidewalk and the curb, or along the shoulder of the street in the right of way where no curb, gutter, and sidewalk exists. **No sign shall be posted on a street median.**

The applicant hereby acknowledges that they have read these requirements prior to the issuance of a temporary sign permit and will adhere to these conditions. The City will remove and dispose of any sign in violation of these requirements or failing to display a City issued approval sticker.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Zoning Administrator/Authorized Agent

\_\_\_\_\_  
Date

Permit Fee **\$50.00**  
Acct. #10097233-313704

\_\_\_\_\_  
Permit Expiration