

**CITY OF STURGEON BAY
TEMPORARY SIGN PERMIT**

*No temporary sign shall be illuminated or be secured with wire or any other metal product

I HEREBY REQUEST A PERMIT FOR THE ITEMS SPECIFIED BELOW:

Applicant Name: _____ Telephone: _____

Business Name: _____ Email: _____

Physical Address: _____

Mailing Address (if different): _____

Description of where sign will be placed: _____

ATTACH DRAWING OR PHOTO SHOWING STREET SIDE OF BUILDING DIMENSIONS, SIGN DIMENSIONS, SHAPE,

Choose One: MESSAGE, AND SIGN LOCATION

_____ Banner requirements, Section 27.12(2) of the City of Sturgeon Bay Municipal Code:

The sign inspector may issue a special sign permit for a temporary *banner* in connection with a social or civic event, subject to the following restrictions:

1. The banner shall be affixed to a wall or to an existing permanent sign structure.
2. No wires or metallic materials shall be used to attach such *banner*.
3. In the commercial and industrial zoning districts, an annual permit may be applied for allowing the erection of one banner at any given time as long as the location remains constant.
4. In all other zoning districts, a sign permit for a banner shall be limited to thirty (30) days in a calendar year.

Size _____ X _____ (Not to exceed 64 square feet or 20' in height)

_____ Sandwich Board sign requirements, Section 27.12(1)c of the city of Sturgeon Bay Municipal code:

1. Only permitted in the C-1, C-2 and C-5 zoning districts
2. May only be displayed during business hours and outside of the public right of way avoiding interference with pedestrian or vehicular traffic.
3. Must be made of waterproof materials.
4. Multiple occupancy parcels: each commercial occupant may apply for and display one sandwich sign, provided the total number of sandwich signs does not exceed one per every 50' of frontage.
5. Annual permit shall be required.

Size _____ X _____ (Not to exceed 6 sq. ft.)

_____ Temporary (non-sandwich board)sign requirements, Section 27.12(2) of the city of Sturgeon Bay Municipal Code:

1. Only one street facing temporary sign per lot.
2. Any ground sign within 25' of an intersection shall maintain a minimum vertical clearance of 8' or shall not be more than 2 1/2' in height.
3. A ground sign, located adjacent to a driveway, any part of which is closer than 15' to the right-of-way and within 15' of the edge of the driveway, shall have a vertical clearance of 8' or shall not be more than 2 1/2' in height.
4. Signs shall be anchored or weighted to prevent the sign from being easily moved & shall not become a public nuisance.
5. The portable sign shall be limited to no more than four times displayed nor more than sixty (60) cumulative days in a calendar year.

Size _____ X _____ (Not to exceed 32 square feet)

_____ Pennants, Balloons, and similar: Section 27.12(2) of the city of Sturgeon Bay Municipal Code:

1. Must be less than 20' height or lower than the first floor of the building – whichever is greater.
2. May not be placed in the "vision triangle" and must be at least 5' from property line.
3. Maximum 30-day display.

CERTIFICATE OF APPLICANT: I HEREBY CERTIFY THAT I AM FAMILIAR WITH AND WILL CONFIRM TO ALL THE REQUIREMENTS OF THE STATE CODE, AND CITY OF STURGEON BAY CODE COVERING THE WORK FOR WHICH THIS PERMIT IS REQUESTED, AND THAT I WILL NOTIFY THE CHIEF OF INSPECTION DEPARTMENT WHEN SAID WORK IS READY FOR INSPECTION AS REQUIRED BY SAID CODE.

Signed: _____

Date: _____

PERMIT NO. _____ IS HEREBY ISSUED FOR THE ABOVE-DESCRIBED WORK AND IS TO BE COMPLETED IN ACCORDANCE WITH STATE AND CITY CODES.

PERMIT ISSUED: _____ Zone: _____

PERMIT EXPIRES: _____ (30 days if non-commercial zoned property)

FEE: \$30.00 Payable to: The City of Sturgeon Bay

TOTAL FEE: _____

**Signed: _____
(Community Development Department)**