

City of Independence

TEMPORARY SIGN PERMIT APPLICATION INSTRUCTIONS

- The following requirements are from the Unified Development Ordinance (UDO) Section 14-504. For complete sign requirements please refer to the UDO.
- All sign companies erecting signs in the City of Independence must have a valid business license from the City.

BANNER SIGNS – \$50

The following regulations apply to banner signs:

- Banner sign permits are valid for 60 days or four (4) 15 consecutive day periods.
- A period of 15 days must elapse between the time a banner permit expires and another can be permitted. Separate permits and fees are required for each banner installation.
- Only one banner sign is permitted per business or organization at a time.
- Banner signs cannot exceed 32 square feet or 6 feet in height, if not attached to a building. Feather flags/wind fins can only be used with Grand Opening Packages, see below.

The following information shall be submitted with the permit application:

- Banner sign specifications showing the exact size, length, height, area, materials, lighting and type of sign.
- **For banner signs that are affixed to a building wall**, provide building elevation drawing(s) or photograph of the building, indicating the banner width, banner height and the exact sign location(s). All information should be submitted with enough detail to be reviewed.
- **For freestanding banner signs that are placed separate from the building**, provide a site plan drawing or aerial photograph of the site indicating the building, parking areas and street right-of-way as well as the proposed banner with dimensions to all property lines. All information should be submitted with enough detail to be reviewed.

GRAND OPENING SIGN PACKAGE – \$125

A Grand Opening Sign Package is intended to provide additional signage for businesses to utilize on their initial opening in the City to promote their business.

The following regulations apply to Grand Opening Sign Packages:

- All signs and promotional materials used in a Grand Opening Sign Package must be located on the site of the business; no off-site signage or material may be used.
- A sign package cannot be displayed for more than 28 consecutive days.

The following signs are allowed as part of the sign package:

- A total of six (6) either banner signs or feather flags may be used.
- The maximum size for each banner is 32 square feet and each banner must meet the setback requirements in the UDO.
- The maximum height for feather flags is eight (8) feet and each feather flag must meet the setback requirements in the UDO.
- Strings of pennants may also be used but must be securely fastened to immobile objects (e.g., buildings and light poles).

The following information shall be submitted with the permit application:

- Banner sign specifications showing the exact copy, size, length, height, area, materials, lighting and type of sign.
- **For banner signs that are affixed to a building wall**, provide building elevation drawing(s) or photograph of the building, indicating the banner width, banner height and the exact sign location(s). All information should be submitted with enough detail to be reviewed.
- **For freestanding banner signs that are placed separate from the building**, provide a site plan drawing or aerial photograph of the site indicating the building, parking areas and street right-of-way as well as the proposed banner with dimensions to all property lines. All information should be submitted with enough detail to be reviewed.

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TEMPORARY SIGN PERMIT APPLICATION

PROJECT AND APPLICANT INFORMATION

Project Address: _____

Project Business Name: _____

Applicant: _____ Contact Name: _____

Applicant Address: _____

Contact's Phone: _____ Fax: _____ Email: _____

BANNER INFORMATION – \$50

Start Date: _____ End Date: _____

Sign Height: _____ feet Sign Length: _____ feet Sign Area: _____ sq ft

Banner Attached to Building

Banner Located on Building Elevation: North South East West

Freestanding Banner

Distance from side property line: _____ feet Distance from street right-of-way: _____ feet

GRAND OPENING PACKAGE – \$125

Start Date: _____ End Date: _____

Number of Banners: _____ Number of Feather Flags: _____ Total Number of Signs: _____

Banner Height: _____ feet Banner Length: _____ feet Banner Area: _____ sq ft

Banner Attached to Building

Banner Located on Building Elevation: North South East West

Freestanding Banner

Distance from side property line: _____ feet Distance from street right-of-way: _____ feet

Height of Feather Flags: _____ feet

Distance from side property line: _____ feet Distance from street right-of-way: _____ feet

APPLICANT

The applicant understands that this permit is issued only for the work described herein and included in the accompanying plans and specifications.

Applicant

Date