## CITY OF GERMANTOWN APPLICATION FOR TEMPORARY SIGN PERMIT

## (PLEASE COMPLETE IN ACCORDANCE WITH INSTRUCTIONS ON REVERSE SIDE)

Date:

1.	Sign Owner:	Phone No:	
2.	Sign Owner's Address:		
3.	Sign Location:		
4.	Zoning District: Commercial; Residential; Old Germantown		
5.	equest for a new sign; or renewal of an existing sign		
6.	Type Sign: Construction; Announcing Opening; Real Estate		
	Special Occasion; Subdivision Identifi	ication; Street Banner	
7.	fumber of sign faces: one; two; three		
8.	Size of sign: Length:feetinches; Width:feetinches; Square footage of sign		
9.	Height of sign: feet inches (Measured from top of sign to ground).		
10.	Colors: Letters Sign Background		
11.	Orientation of Sign to Street: Parallel; Perpendicular; Angled		
12.	Distance the sign is set back from the street curb or edge of street pavement: feet inches		
	For signs located on property at a street intersection, provide setback distance from each street: feetfeet.		
13.	13. Sign Content:		
14.	4. Sign Materials: Sign Face		
Mounting Structure			
15.	. Date sign is to be erected: Date to be removed:		
16.	Additional Comments:		
17.	THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:		
	<ul><li>A. Facsimile of sign.</li><li>B. Site plan showing sign location.</li></ul>		
	C. Approval letter from Management Company	Printed name of applicant/agent	
		Address:	
		Zip Code	
		Phone No:	
	FOR APPROVING AUTHORITY ONLY		
	APPROVED COMMENTS:		
	DISAPPROVED		
	OTHER		
DA	E: Signature Title		

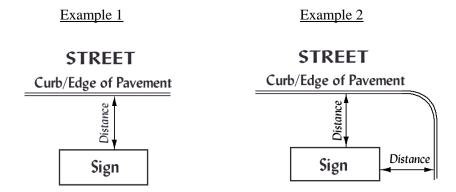
# INSTRUCTION SHEET TO COMPLETE APPLICATION FOR TEMPORARY SIGN REQUEST

### **GENERAL INFORMATION:**

- A. To avoid processing delays, please complete the application in detail.
- B. It is recommended that the applicant review the Germantown Sign Ordinance prior to completing the application.
- C. Return completed application to the City of Germantown, Department of Community Development.
- D. A separate application is required for each sign.

#### INSTRUCTION TO COMPLETE APPLICATION (Numbers are keyed to the number on the application form).

- 1. Name of business/firm or person who owns the sign.
- 2. Address of above.
- 3. Address and, if applicable, name of shopping center.
- 4, 5 & 6. Place an "X" next to appropriate response.
- 7. Each side of a sign face surface containing content is a separate sign face; i.e., a sign containing content on two (2) sides of a common surface (double faced sign) is classified as having two (2) faces.
- 8. Measurements of the perimeter dimension of the sign face surface. Indicate square footage of one sign face.
- 9. Measured from the highest point on the top of the sign to the surrounding grade.
- Indicate the colors of letters, and sign face background.
   Describe colors as explicitly as possible. Terms such as neutral, earth tone, pastel, etc., are not acceptable.
- 11. Place an "X" next to the appropriate block.
- 12. The distance from the face of the curb (or if there is no curb, from the edge of the street pavement) to the nearest part of the sign (Example 1). Where signs are located at a street intersection, provide the distance from each street curb or edge of pavement to the sign (Example 2).



- 13. Indicate the exact content that will appear of the sign. Must be in conformance with the Sign Ordinance for the type of sign requested.
- 14. Indicate type of materials used in sign; i.e., sign face made of <sup>3</sup>/<sub>4</sub>" plywood, metal, etc. Mounting structure made of 4" x 4" wood posts, etc.
- 15. Date the sign is to be erected. Date the sign is to be removed.
- 16. Use this block to provide any additional information you feel will clarify or assist the approving authority during the review of this application.
- 17. Failure to provide a facsimile of sign and site location will result in the application being returned without action.
- 18. Approval letter from Management Company must be submitted with application.