



TEMPORARY SIGN SPECIFICATIONS

Temporary signs are restricted to business locations within commercial zoning. When displayed, the overall distance between any portable signs in a commercial district will be no less than 50' feet.

All temporary signs are subject to design review.

Temporary signs regulations:

- Only one (1) temporary sign will be allowed per day except for restaurants.
- No Temporary Signs are allowed in the public right-of-way.
- Temporary signs **can not** be attached to post, trees or existing signs

Portable signs shall:

- Be no more than four (4') high and three (3') wide or maximum 12 square feet.
- **NOT** be illuminated.
- Be removed at the closing of each business day.

Banners shall:

- Be constructed with heavy grommet fasteners at all four corners.
- Be limited to 13-oz. Vinyl material.
- Be attached to the building or a fence

Business Category	Max Number of Signs	Max Sign Area	Location of Sign
Single Commercial Business	1	Per foot of building frontage 0 to 25 ft - 16 sq ft	On building or Fence
	2	26 to 50 ft - 32 sq ft	
	3	51 ft and above - 50 sq ft	
Commercial Plaza or Shopping Center Tenant	1	Per foot of store frontage 0 to 25 ft - 16 sq ft	On building
	2	26 to 50 ft - 32 sq ft	
	3	51 ft and above - 50 sq ft	

NOTE: All temporary signs shall be manufactured in a professional manner meeting the approval of the Community Development Department. The final administrative interpretation of these design standards shall be the sole discretion of the Planning and Zoning Administrator.



TEMPORARY SIGN PERMIT APPLICATION

TSP- _____

Check# _____

BUSINESS NAME: _____

PHYSICAL ADDRESS OF BUSINESS: _____

BUSINESS OWNER OR MANAGER: _____

BUSINESS MAILING ADDRESS: _____

CONTACT PHONE NUMBER: _____

Temporary sign permit fees:
\$30.00 one time fee for each portable sign

Check all that apply:
 Banner Portable

- * Each and every temporary sign must be approved by the Community Development Department.
- * A single banner can not be displayed for more than (30) thirty consecutive days, with a minimum of 60 days between same banner usage.
- * Only one (1) temporary sign will be allowed per day except for restaurants.
- * **A color Proof** must be submitted with the application for approval.

I understand that all temporary signs require an approved permit issued by the Community Development Department prior to placement on the identified property. I further understand that all permit applications shall be submitted at least 24-hours in advance of sign posting and must be paid for at time of issuance. Any temporary sign in use not under a permit will be in direct violation of the sign regulations of the Town of Pinetop-Lakeside.

Applicant Signature

Date

OFFICE USE ONLY: Date: _____
 Approved Denied
Town Representative: _____

ACKNOWLEDGEMENT FORM: TEMPORARY SIGNS

By signing I hereby acknowledge the conditions and restrictions placed upon temporary signs and any other applicable Town Codes. I also acknowledge and understand the terms stated with the attached Temporary Sign Specifications and agree to the following:

- Remove any temporary signs at the closing of each business day.
- To permanently remove from public view all temporary signs within 24 hours of the final assigned permit day.
- To correct any design, location, or maintenance deficiencies associated with any temporary signs.
- To comply with any Notice of Violation in association with temporary signs issued by the Town of Pinetop-Lakeside.

Failure to comply with any conditions, or restrictions imposed by the Town Code or administrative directives by the Community Development Department of the Town of Pinetop-Lakeside may result in removal of the sign by an authorized Town personnel.

Applicant

Date

Town Representative

Date