



## 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 Community Development Director.



**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