



611 N. Mulberry Road, Suite 300
 Derby, KS 67037
 Phone (316) 788-6632
 Fax (316) 788-6067
 www.derbyweb.com

APPLICATION FOR:
TEMPORARY SIGN PERMIT

No Sign(s) are allowed in K-15 State Right-of-Way

DATE: _____

FEE \$25.00

ADDRESS OF PROPOSED SIGN: _____

NAME OF BUSINESS REQUESTING THE SIGN: _____

Description indicating where the sign(s) will be located (freestanding, on poles, an existing wall, from a canopy, etc.) on the site and/or off-site where applicable. _____

See Section 705 of the Zoning Regulations for Temporary Sign Requirements and Restrictions (Attached)

GENERAL INFORMATION:

Total Number of Sign(s): _____

Height to Top of Sign: _____

Height to Bottom of Sign: _____

The Sign Dimensions are _____ H x _____ W x _____ D Total Gross Surface of Sign _____ sq. ft.

The sign is:

Single Sided

Double Sided

To be displayed from: _____ - _____ - _____ **to** _____ - _____ - _____ = _____ days (30 Days Max)
 Month Day Year Month Day Year

- I acknowledge that the \$25.00 application fee is non-refundable.
- I have read and acknowledge the restrictions and requirements of temporary signs as written in Section 705 of the City of Derby's Zoning Regulations (See Attached Document).

 NAME OF PERSON APPLYING FOR PERMIT

 PHONE NUMBER

 EMAIL ADDRESS

OFFICE USE ONLY: PERMIT NUMBER _____ PERMIT FEE \$ _____ DATE _____

APPLICATION REVIEWED BY: _____ APPROVED DENIED

NOTES/CONDITIONS: _____

Temporary Sign Restrictions
(From Article 705: Temporary Signs in the City of Derby Zoning Regulations)

- A. Reasonable regulations for the posting of temporary signs are necessary to ensure that temporary signs do not become a threat to public safety as a traffic hazard and to protect aesthetic values and visual enhancement of the community by eliminating visual clutter and preventing the overconcentration of signage.
- B. Temporary signs shall be subject to the following regulations, in addition to any other regulations of this article:
 - 1. Temporary signs, generally:
 - a) Placement of temporary signs on private property shall require the consent of the property owner
 - b) Temporary signs shall not be illuminated in any manner.
 - c) Temporary signs placed in conjunction with an event shall be removed within 72 hours of the conclusion of the event. Temporary signs remaining after 72 hours from the conclusion of the event may be removed by the Zoning Administrator or designee.
 - d) Temporary signs shall be constructed of materials and installed in a manner capable of withstanding the forces of wind, rain, and other atmospheric conditions.
 - e) Temporary signs which are or become damaged, tattered, or unreadable may be removed by the Zoning Administrator or designee.
 - f) Nothing in this section shall be construed to allow off-site commercial signs.
 - 2. Temporary signs on private residential property:
 - a) Two (2) temporary signs which are six (6) square feet or less may be displayed on private residential property
 - b) One (1) additional temporary sign not exceeding six (6) square feet may be displayed on private residential property for the purpose of advertising events which may commonly occur in a residential zoning district, such as, but not limited to garage sales, estate sales, construction or remodel activities, and yard maintenance activities. Said sign may be placed up to three (3) days prior to the event and must be removed at the conclusion of the event or at the time the contractor leaves the site.
 - 3. Temporary signs on nonresidential property:
 - a) One (1) on-site temporary sign which is sixteen (16) square feet or less may be displayed on nonresidential property upon issuance of a permit in accordance with Section 702. Said temporary sign may be displayed for a maximum of thirty (30) days from the date a permit is issued.
 - b) One (1) temporary sign which is 48 square feet or less may be displayed on nonresidential property that is currently being offered for sale or for lease. Said temporary sign shall be removed once the property is sold or leased.
 - c) Temporary signs located on nonresidential property may display messages of a commercial or non-commercial nature, provided that temporary signs meeting the definition of "off-site sign" as defined in this article are not permitted.
 - 4. Temporary signs in the public right-of-way:
 - a) Temporary signs greater than three (3) square feet shall not be placed in the public right-of-way without obtaining a permit for such placement in accordance with Section 702.
 - b) Temporary signs which are three (3) square feet or less may be placed in the public right-of-way without the need for a permit.
 - c) Temporary signs allowed in the public right-of-way shall be set back a minimum of eight (8) feet from the curb of any street , or as specified for the placement approved as part of a permit issued in accordance with Section 702 of the Zoning Regulations.
 - d) No temporary signs shall be permitted in K-15 Highway right-of-way.