

# Development Services Department Sign Section

## Summary Sheet for Temporary Weekend Signs on Public Right-of-Way

### Application process

1. Fill out application form (Located below)
  - Application to provide list of roadways intended for weekend posting of temporary signs
  - Area map drawn to scale
  - Number of signs and advertisement
2. Development Services Sign Section will review application for completeness.
3. After review, the applicant will be notified of approval or disapproval; if approved the applicant will be required to submit \$50.00 plus applicable fees per advertised location. A decal at a cost of \$5.00 plus applicable fees will be issued for each temporary weekend sign and shall be affixed to the front of the sign face area. The permit and decals are good for one year from the date of issuance.

### Overview of Temporary Weekend Signs Regulations

#### Times for placement

Temporary Weekend Signs are permitted from Friday until the following Monday. As a safety precaution, signs may not be either placed or removed between the hours of 6:00 a.m. to 9:00 a.m. or 4:00 p.m. to 7:00 p.m.

- If a City recognized holiday falls on a Friday, then the signs are permitted from the proceeding Thursday until the following Monday.
- If a City recognized holiday falls on a Monday, then the signs are permitted from Friday until the following Tuesday.

#### Size of signs

Signs shall not exceed 24 x 32 inches in size, and irregular shaped signs must fit into a 24 x 32 inch rectangle; the total height may not exceed 36 inches height from ground level. Signs may be two-dimensional only and shall be of a non-reflective surface.

#### Spacing between signs

- A minimum of 5 feet spacing must be maintained between each temporary weekend sign of different advertisers.
- The signs of each advertiser must be spaced so that no two signs advertising the same good, service, business, political campaign, or particular piece of real property (for sale or lease) are closer than 200 feet from each other measured in a straight line.

### **Sign location**

- Signs must be self supporting and placed into the ground by a single stake. No temporary weekend sign shall be permitted on a utility pole, street light pole, sign pole, fence, tree, or other man-made or natural feature.
- No sign may be placed closer than 25 feet from a street intersection or median opening. Any temporary weekend sign determined to be in a location that causes an immediate hazard to public safety may be immediately removed by the city.
- Signs shall be no closer than 3 feet from the edge of the sign to the street curb or, if no curb, the edge of pavement. Signs shall not encroach on either sidewalks or streets.
- No signs may be placed in island medians or esplanades.
- Except for political signs, no signs shall be placed further than 3 miles from the property, location, or business that is being advertised.

### **Registration, permit, and fees**

- An annual permit fee of \$50.00 plus applicable fees must be paid by each advertiser. Where an advertiser wishes to advertise multiple locations, a permit must be obtained for each business location, subdivision location, or service location to be advertised by temporary weekend signs.
- Upon payment of said fees, the permittee may purchase annual temporary weekend registration decals. The cost for each decal shall be \$5.00 plus applicable fees. A temporary weekend sign shall not be placed on the right-of-way of a road or highway unless an annual temporary weekend decal is affixed on the front face of the sign.

### **Map, listing, and State Department of Transportation approval**

In addition to the payment of the appropriate fees the advertiser shall provide an area map drawn to scale and listing the street and block number where each sign shall be placed.

### **Permission of abutting property owners**

Nothing in this section authorizes the placement of signage contrary to existing property law. The advertiser must secure all necessary permission of any and all parties having a property interest in the right-of-way prior to placing any temporary weekend sign.

***Any sign placed in violation of the provisions of these sections or ordinance can be declared a nuisance to the public health, safety, and welfare and may be confiscated.***

Any questions may be addressed to the Sign Section at (210) 207-8289.



**APPLICATION "D"  
TEMPORARY WEEKEND/OPEN HOUSE SIGN PERMIT**

Name of business/subdivision \_\_\_\_\_

Address \_\_\_\_\_ Zip code \_\_\_\_\_

Applicant \_\_\_\_\_ Phone no. \_\_\_\_\_

Company name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone no. \_\_\_\_\_

City and State \_\_\_\_\_ Zip code \_\_\_\_\_

Primary type of business to be advertised: \_\_\_\_\_ residential \_\_\_\_\_ retail \_\_\_\_\_ restaurant \_\_\_\_\_ political  
\_\_\_\_\_ apartments \_\_\_\_\_ other \_\_\_\_\_ total number of signs \_\_\_\_\_

List below the roadways intended to be utilized for weekend posting of temporary signs in the public right of way. An area map drawn to scale is required identifying the below listed streets, the approximate location of the weekend signs, and the location of the business/residential development being advertised. Signs may not be posted along roadways that are part of the State highway system, and urban or scenic corridors. Signs may not be posted more than 3 miles from the address submitted as place of advertised business/subdivision.

**An annual permit fee of \$50.00 per business/subdivision location to be advertised, along with a \$5.00 per decal fee shall be applied. The decals shall be affixed to the front of each temporary sign to be posted.**

**Submit application 10 days prior to installation for the review process. Please add 6% surcharge to total.**

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\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Date