



Temporary Sign Permit Application

Permit # _____

Sign Permit Fee \$25

166.21 TEMPORARY SIGNS. Signs in this subsection shall be permitted in all districts and require a temporary sign permit. Such signs shall be limited to two (2) events per year for any one business. Each temporary sign event shall last for a period of not more than ten (10) days and shall not exceed two occurrences in a calendar year. In conjunction with a temporary site plan, the Council may permit the display of temporary signs for a greater period of time. Temporary wall signs shall be no larger than 100 square feet. Temporary free-standing signs shall be no larger than 32 square feet in area and have a minimum sign setback of five feet. Under no circumstances shall any temporary sign be located on public property.

1. Grand opening signs for new businesses shall be permitted for a period of not more than sixty (60) days

2. Real estate/project identification signs for new subdivisions shall be permitted and shall not exceed 32 square feet on each face, with a maximum of two faces per sign. In residential districts, real estate/project identification signs shall be limited to one sign per subdivision unless the subdivision has more than 1,000 feet of frontage along one public street, in which case no more than two real estate/project identification signs are permitted. Said sign shall be removed before issuance of the final building permit in the subdivision. In commercial or industrial districts, real estate/project identification signs shall be limited to one sign for each lot listed which shall be removed before issuance of a certificate of occupancy for the lot on which the sign is located.

Project Address: _____ Suite _____

APPLICANT	OWNER	ERECTOR
NAME		
ADDRESS		
CITY		
TELEPHONE		
EMAIL		

Business Name: _____

Description: _____

Event Description: _____ Event Dates _____ # of Days _____

Type of sign (circle one): Wall Canopy-Wall Awning-Wall Free-Standing Real Estate/Project

Sign Dimensions: Height: _____ Width: _____ Sign Face: _____ (sq. ft.)

Location of sign: _____

I hereby certify that I have read and examined this application and know the information I (applicant) provided to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction of the performance of construction. I, the undersigned, understand that I am responsible for correctly locating the property lines.

Signature of Applicant _____ Date _____ Printed Name: _____

*Signature of Property Owner _____ Date _____ Printed Name: _____

**Sign Permit Application will not be processed without the signature of the property owner*

Official Use: Received by: _____ Date: _____

APPROVED BY: _____

Remarks: _____

Return forms & \$25 permit fee to

City Hall, PO Box 426, 112 3rd Street, Polk City, Iowa 50226

support@polkcitvia.gov

• Phone (515) 984-6233 • Fax (515) 984-6177 •

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT REVIEW & APPROVAL