



NOTICE TO TEMPORARY SIGN APPLICANTS

Temporary signs are the source of significant discord in the business community. Properly installed, temporary signs allow businesses to maximize visibility to potential customers in order to advertise a new product or short-term sale. Unregulated, however, these signs can quickly lead to blighted conditions and can cause hazards to traffic and pedestrians.

Temporary signs are generally allowed, with proper permits, but the type and location that can be approved is very much dependent on the specific location of the business making the request. Some businesses have areas that are very well-suited for display of temporary signs, banners, feather banners, air powered "waving men" and even costumed sign-holders. Other businesses, because of the challenges inherent to their specific location, might be very restricted in terms of what can be allowed.

Approval of a temporary sign permit application will depend on the specific characteristics of the sign and the proposed site. Not all business locations are laid out to accommodate all types of temporary signage.

You should keep in mind these general guidelines when making application for a temporary sign permit:

- **Temporary signs can never be placed in the street easement.** In most strip centers, this includes the grassy area between the edge of a parking lot and the curb. This is not only a city regulation, but it has implications for state and federal transportation rules.
- **Temporary signs cannot take up a required parking spot.** Most strip centers are "under-parked" as it is, lacking required parking spots per modern calculations. In the event you wish to use a portion of a parking lot for a temporary sign, you will need to submit a survey showing the existing parking layout, including accessible spaces. Please be aware that restriping may be required.
- **Temporary signs cannot block a curb ramp, sidewalk, or sight triangle.**
- **Temporary signs must be professionally made and appropriately erected.** Temporary signs cannot be taped, strapped, or zip-tied to a pole, light post, or parking bollard. They must be professionally printed on sturdy stock and must not contain obscenity.
- **No more than 30% of windows may be covered.** Permits are not required to change each window sign, but the 30% may not be exceeded, the signs must be professionally made, and they must be in good condition. A few areas have special regulations that prohibit any window coverings.
- **Larger signs must be located with clear area on all sides.** Feather banners or "waving men" cannot be located so that they could hit a parked car or obstruct a drive, sidewalk or street (or street easement) if they were to blow over).
- **Human signs are generally subject to the same rules as inanimate signs.** They cannot be placed in the street easement, cannot block a sight triangle, cannot block a required parking space, cannot cause an unsafe traffic condition, etc. One difference is that a permit is not required and there is no limitation on duration. That said, if a human sign is found to be violating one of these regulations, formal enforcement action may be taken (including ordering discontinuation of the human sign).

It is very possible that your location may only have room for a small banner or a small window sign. If that is the case, you may wish to speak with your landlord about installing a more visible pole sign, a new wall sign, or even creating an area for temporary signs.



TEMPORARY SIGN PERMIT APPLICATION

Community Services
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

SIGN LOCATION: (ADDRESS) _____
OWNER/BUSINESS NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PHONE NO.: _____ FAX NO.: _____
EMAIL: _____

SIGN INFORMATION:	START DATE: _____	END DATE: _____	# OF SIGNS: _____
MATERIAL: _____			EST. COST\$ _____
<i>Sign Type:</i> BANNER _____	AIR POWERED _____		
FEATHER BANNER _____	"YARD" SIGN _____		
WINDOW SIGN _____	OTHER: _____		
HOW WILL SIGN BE ATTACHED: _____			
MAX HEIGHT: _____	MAX WIDTH: _____	AREA: _____	SQ. FT _____

CERTIFICATIONS:

I certify that this permit application is complete and accurate, to the best of my knowledge. _____ (initial)

I understand that, by submitting this application, I agree to comply with all adopted codes and applicable laws/ordinances. _____ (initial)

I understand that, by submitting this application, I agree that temporary signs will not be placed in the street easement _____ (initial) and will not take up a required parking spot. _____ (initial) I further understand that, by submitting this application, I agree that temporary signs will not block a curb ramp, sidewalk or sight triangle and I understand that all larger signs will be located with clear area on all sides _____ (initial)

I understand and agree that all signage will be professionally made and appropriately installed. _____ (initial) and I further understand that no more than 30% of any window may be covered. _____ (initial)

I agree that human signs are subject to the same rules as inanimate signs; and I understand that no permit is required and there is no duration limit on human signs. If a human sign is found to be causing unsafe traffic conditions, etc., formal enforcement actions may be taken, including an order to discontinue the use of the human sign. _____ (initial)

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR STAFF USE ONLY:	APPROVED _____
BUILDING INSPECTOR SIGNATURE: _____	DENIED _____
PERMIT NO: _____	PERMIT FEE: _____
	RECEIPT NO: _____