

Permit No. \_\_\_\_\_

**CITY OF OAK RIDGE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PERMIT APPLICATION FOR TEMPORARY SIGNS**

ADDRESS OF PROPOSED SIGN(S) \_\_\_\_\_

BLOCK \_\_\_\_\_ PARCEL \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

APPLICANT IS: (CIRCLE ONE)

**OWNER      LESSEE      CONTRACTOR      OTHER (Please specify)** \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

MAILING ADDRESS OF APPLICANT \_\_\_\_\_

PHONE NUMBER FOR CONTACT \_\_\_\_\_

NAME OF PROPERTY OWNER (IF DIFFERENT FROM APPLICANT) \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_ CITY/STATE \_\_\_\_\_

PHONE NUMBER OF OWNER (IF DIFFERENT FROM APPLICANT) \_\_\_\_\_

**SIGN DESIGNER**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ PHONE \_\_\_\_\_

**SIGN INSTALLER**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ PHONE \_\_\_\_\_

**SIGN SPECIFICS**

Size of Proposed Temporary Sign(s) \_\_\_\_\_ Total Area of Temporary Sign(s) In Square Feet \_\_\_\_\_

As stated in Section 14.05 of the Zoning Ordinance, temporary signs shall be allowed in all commercial districts only for temporary special events and are not to be displayed for more than fifteen (15) consecutive days or three (3) days after the end of the event, whichever is less. Special events shall include, but not be limited to, grand openings; business closings; and special promotional events such as seasonal sales. Only one (1) permit shall be issued for a given place of business during any four (4) month period. Temporary signs shall be non-illuminated and shall not exceed thirty-two (32) square feet of surface display area. No such signs shall be snipe signs.

Temporary signs, as defined in the Zoning Ordinance, shall be allowed in all other zoning districts only for special events such as, but not limited to, art and cultural events; recreation and sporting events; city, county or state sponsored events; and appertaining to campaigns, drives or events of civic, philanthropic, educational or religious organizations. This shall also apply to all non-profit organizations in all zoning districts. Permits for such signs shall not exceed thirty (30) consecutive days. Such signs shall be allowed to be displayed the week prior to the individual special event and removed two (2) days after cessation of the individual special event. Signs may be interchanged to advertise individual activities throughout the thirty (30) day period. Temporary signs shall be non-illuminated and shall not exceed thirty-two (32) square feet of surface display area. One (1) temporary sign on-site and three (3) temporary off-site signs for special scheduled recreation and sporting events shall be allowed. Off-site signs shall not be placed within any public rights-of-way unless written permission is granted by the City and shall be removed the Monday following the scheduled event.

In making an application for a sign permit, the applicant states that the information given is, to the best of his/her knowledge, true and accurate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact, either with or without intention on the part of the applicant, which might, if known, cause a denial of this application, or any alterations or change in plans is made without the permission of the Sign Administrator subsequent to the issuance of the sign permit, such shall constitute grounds for revocation and nullification of such permit and the removal of any sign which has been constructed. Also note, if construction is not begun within six (6) months from the date the permit is issued the permit will be void. Issuance of a permit SHALL NOT be held to permit or to be an approval of the violation of any provisions of any of the City Ordinance(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*\*\*FOR DEPARTMENT USE ONLY\*\*\*\*\*

\_\_\_\_\_  
Effective Date of Permit

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

Estimated Value \$ \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Verified by \_\_\_\_\_ (initials)

Date Received \_\_\_\_\_