



SIGN PERMIT APPLICATION (TEMPORARY SIGN/BANNER)

FEE \$40.00

Date: _____

BUSINESS INFORMATION		
NAME OF BUSINESS		
ADDRESS OF BUSINESS (WHERE SIGN WILL BE LOCATED)		
PHONE NUMBER OF BUSINESS		
PVA PARCEL IDENTIFICATION NUMBER	PROPERTY ZONING	
APPLICANT INFORMATION		
NAME(S)		
ADDRESS, CITY, STATE, ZIP		
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL
SIGN COMPANY INFORMATION		
NAME OF SIGN COMPANY		
ADDRESS, CITY, STATE, ZIP		
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL
DESIGNATED CONTACT PERSON	DAYTIME TELEPHONE ()	
TEMPORARY SIGN /BANNER INFORMATION		
Size of Sign: (square feet)	Dimensions of Temporary Sign/Banner	Value of Sign:
Jurisdiction: Shelbyville Simpsonville Shelby County	Is the property within the BEQ Overlay District: Yes / No	
Dates of Display From: To:	Is the property within the Historic District: Yes / No	
ZONING REQUIREMENT		
<ol style="list-style-type: none"> 1. Not to exceed 32 square feet & one temporary sign/banner at a time. 2. Temporary Sign/Banner shall be attached at all four corners or otherwise firmly affixed to a wall of the principal building or it may be freestanding. 3. If it is freestanding it shall be supported by one or more posts or similar devices in the ground, shall not exceed six (6) feet in height and a ten (10) feet setback requirement from any property lines. 4. It shall not be separately illuminated. 5. Temporary Sign/Banner permits in the Cities of Shelbyville & Simpsonville shall be for a period not to 		

- exceed 45 consecutive days and removed for a period 45 consecutive days.
6. Temporary Sign/Banner permits in Unincorporated Shelby County shall be for a period not to exceed 45 consecutive days and for a cumulative period not to exceed 180 days in a calendar year.
 7. Immediately upon expiration of the permit the temporary sign/banner shall be removed.

The following support documentation and fees must be submitted with completed & signed application

1. Drawing of the sign shown on the building or leased space or site plan showing the location of the sign on the property with setbacks from property lines.
2. Drawing of the sign with dimensions shown.
3. If the property is located in the Shelbyville Historic District, an approved Certificate of Appropriateness (COA) from the Historic District Commission (502-844-2277) is required.
4. Application fee, non-refundable, payable to Triple S Planning Commission.

CERTIFICATION & SIGNATURE

I (We) affirm that the submitted sign application was prepared at my (our) direction, and I (we) hereby consent to the proposed layout and signage. I (We) hereby agree to comply with all applicable Zoning and Subdivision Regulations, pay all applicable fees, and provide any and all requested information and copies. I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Signature of Applicant _____ Date _____

Signature of Owner: _____ Date _____

FOR OFFICE USE ONLY

DATE RECEIVED	RECEIVED BY	
FILING FEE AMOUNT	CHECK #	CASH
ZONING BEQ	APPROVED BY	