

# TEMPORARY SIGN PERMIT/APPLICATION

CITY OF RICHMOND HILL  
Planning and Zoning Department  
Planning & Zoning Tech (912) 756-3641

FEE \$ \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_ SIZE OF SIGN \_\_\_\_\_ SQ. FT.  
EMAIL \_\_\_\_\_ SIGN LOCATION \_\_\_\_\_

### TEMPORARY EVENT (Check all that apply)

- 1. Special business promotion: one (1) per business or tenant
- 2. Building construction/remodeling: one (1) on site for general contractor, one (1) shared on site for subcontractors
- 3. Subdivision development: one (1) per subdivision entrance per builder
- 4. Public announcement/special event, non-business, individual: one (1) per applicant or non-profit only: no limit specified
- 5. Weekend signs: no limit specified
- 6. Pre-permanent sign: one (1) per business or tenant
- 7. Grand opening
- 8. Other: \_\_\_\_\_

### DURATION (Match number above in temporary event)

- 1. Seven (7) days per month max - month: \_\_\_\_\_ days: \_\_\_\_\_
- 2. From issuance of building permit - date: \_\_\_\_\_ to seven (7) days after CO/Final Inspection
- 3. From pre. plat or site plan approval - date: \_\_\_\_\_ to 95% of lots/units sold or 12 months of no bldg permits issued
- 4. From placement of sign - start date: \_\_\_\_\_ for fourteen (14) days - end date: \_\_\_\_\_
- 5. From Friday at 5:00pm until Sunday at 8:00pm – start date: \_\_\_\_\_ end date: \_\_\_\_\_
- 6. Until permanent sign is installed or 60 days, whichever occurs first
- 7. From announcement of grand opening event \_\_\_\_\_ until completion of event or fourteen (14) days, whichever occurs first
- 8. Other: \_\_\_\_\_

### MAXIMUM SIZE (Match number under temporary event) (If using a banner see banner info below)

#### Residential Areas

- 1  2  4  8 Sign area 6 Sq. Ft. Height 5 Ft.
- 3 Sign area 32 Sq. Ft. Height 8 Ft.
- 5 Sign area 6 Sq. Ft. Height 3 Ft.
- 7 As allowed by ordinance  8 Other \_\_\_\_\_

#### Non-Residential Areas

- 1  2  3  4 Sign area 32 Sq. Ft. Height 8 Ft.
- 5 Sign area 6 Sq. Ft. Height 3 Ft.
- 7 As allowed by ordinance  8 Other \_\_\_\_\_

- 6 Buildings less than, 50,000 sq. ft., Maximum height 8 ft. Maximum size 32 sq. ft.
- 6 Buildings greater than 50,000 sq. ft., Maximum height 10 ft, Maximum size 64 sq. ft.

### LOCATION (If using a banner see banner info below)

All temporary signs shall be located on private property at least ten (10) feet from any street right-of-way line. temporary signs shall be no closer to the right-of-way-line than adjacent permanent signs in the area. All temporary signs shall be located at least ten (10) feet from any side or rear property line and the pavement edge of a driveway. Temporary signs are not allowed to be placed within or over a public street right-of-way or private street easement. Temporary signs shall not be affixed to any tree, utility pole or official traffic sign or structure.

**EXCEPTION: Weekend signs** All temporary weekend signs shall be located on private property beyond the street right-of-way line or twelve (12) feet from the edge of pavement (or back of curb) of street, whichever is less. Temporary weekend signs shall not be affixed to any tree, utility pole or official traffic sign or structure.

- BANNERS:** Banners shall not be attached to or hung from an existing freestanding sign. Maximum size 32 sq. ft.

**IMPORTANT:** No temporary signs shall be illuminated. Window signs placed on, behind or inside a windowpane or glass door are exempt from these sign regulations. *Written consent of the owner, lessor or manager of the building or parcel to which or upon which the sign is to be erected is required.*

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_