

INSTRUCTIONS FOR OBTAINING REQUIRED PERMIT FOR A TEMPORARY SIGN

Persons wanting to post a temporary sign are to complete the attached Application for a Zoning Permit including a plot plan showing location of the proposed sign with distances to all property lines and main structure. Please also show the proposed height and measurements of the sign. Indicate immediate travel ways and parking areas.

Please review the Town of Prospect Zoning Regulations included with this package for further instruction.

Application for a Zoning Permit – Temporary Signs

BUSINESS OWNER: _____ PHONE: _____

ADDRESS: _____ DATE: _____

EMAIL: _____

PROPERTY OWNER: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

LOCATION OF PROPERTY: _____

ZONE: Residential _____ Business _____ Industrial _____

1. Location of Sign (must be at least 10 feet from any street or property line):

2. Measurements of Proposed Sign:

Length: _____ Width: _____ Height: _____

Note: All dimensions for signs shall be based on measurements to the outside edge of the sign excluding any structure necessary to support the sign.

3. Type/Name of Event: _____

4. Date to Post: _____ Date to Remove: _____

Property Owner Signature

Business Owner Signature

PLOT PLAN

Plot Plan must be drawn in the box below or attached to this application.

PLEASE SHOW THE LOCATION OF THE PROPOSED SIGN, GIVING DISTANCES TO PROPERTY LINES AND MAIN STRUCTURE. PLEASE ALSO SHOW PROPOSED HEIGHT AND MEASUREMENTS OF SIGN. INDICATE IMMEDIATE TRAVEL WAYS AND PARKING AREAS.



REMARKS: _____

TEMPORARY SIGNS: Time Period for Posting.

8.6.4.1 Temporary signs advertising a cultural, civic, charitable, educational or entertainment event, or any event operated by a non-profit, social service, educational or religious organization, shall be posted no earlier than 30 days prior to the day of any such event, or the first day of a multiple day event. Such signs shall be removed within three (3) days following the day of the event, or the last day of a multiple day event.

8.6.4.2 Temporary signs advertising a commercial sales event or promotion, or any function or event conducted and operated by a commercial enterprise, shall be posted no earlier than seven (7) days prior to the day of a one (1) day event, promotion or function, or the first day of a multiple day event, promotion or function. Such signs shall be removed within one (1) day following the day of the event, promotion or function, or the last day of a multiple day event, promotion or function. One (1) temporary advertising sign may be displayed for a total of ten (10) consecutive days for a sales event or promotion. Such temporary advertising signs are limited to (8) separate occasions in one (1) calendar year. Such signs shall not exceed 2-feet width or 3-feet in height measured from the nearest road or driveway pavement. No sign shall interfere with the visibility or site line required for safe vehicular and pedestrian circulation.

8.6.4.3 Temporary signs advertising the grand opening of a commercial enterprise shall be posted for a maximum of 30 days. Such signs shall be posted no earlier than 21 days prior to the date of the grand opening, and shall be removed within fourteen (14) days following the day of the grand opening, with the aggregate of the two time periods not to exceed 30 days.

8.6.4.4 Temporary signs advertising a temporary activity or event on a residential property, including, but not limited to, yard sales and tag sales, shall be posted no earlier than one (1) day prior to the day of the activity or event, or the first day of a multiple day event. One (1) sign advertising the sale will be allowed on the property where the sale is occurring and shall be removed immediately upon conclusion of the sales event.

8.6.4.5 Temporary signs advertising home improvement or repair services such as remodeling, painting, landscaping activities, etc. which is in progress or that have recently occurred may be posted per the property owner's permission one time on the property where the services were obtained either during and/or following the completion of such work for a maximum total of 14-days. Such sign shall not exceed 4-square feet in area. No sign shall interfere with the visibility or site line required for safe vehicular and pedestrian circulation.