

# TEMPORARY/REAL ESTATE SIGN PERMIT INSTRUCTIONS



## CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

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THIS **COMPLETED** FORM MUST ACCOMPANY THE MISCELLANEOUS PLAN APPROVAL APPLICATION

**TEMPORARY SIGN INFORMATION:** Temporary signs secured to surfaces other than windows or doors of the main building are permitted for two-week period. Only two temporary sign permits are permitted per calendar year per address. Mobile, movable, and illuminated signs are NOT permitted.

**\*PLEASE SUBMIT A PICTURE OF THE PROPOSED TEMPORARY SIGN WITH APPLICATION**

**MATERIAL OF PROPOSED SIGN:** \_\_\_\_\_ **DIMENSIONS:** \_\_\_\_\_

**METHOD USED TO ATTACH SIGN TO THE BUILDING:** \_\_\_\_\_

**REQUESTED DURATION TO POST SIGN:** \_\_\_\_\_

**NUMBER OF TEMPORARY SIGN PERMITS PREVIOUSLY OBTAINED FOR THIS ADDRESS:** \_\_\_\_\_

**REAL ESTATE SIGN INFORMATION:** One temporary real estate ground sign may be permitted advertising the sale, rental or lease of the premises or part of the premises on which the sign is displayed, provided that such sign does not exceed 15 sq. ft. in single sign face area or 5 ft. in height. Such sign shall be located not less than 25 ft. from any side lot line, or 15 ft. from any street right-of-way line.

**\*PLEASE SUBMIT A PICTURE OF THE PROPOSED REAL ESTATE SIGN & SITE PLAN SHOWING LOCATION ON PROPERTY**

**MATERIAL OF PROPOSED SIGN:** \_\_\_\_\_ **DIMENSIONS:** \_\_\_\_\_

**DESCRIPTION OF SIGN:** \_\_\_\_\_

**SIDE YARD SETBACK:** \_\_\_\_\_ **FRONT YARD SETBACK:** \_\_\_\_\_ **TOTAL SIGN SQ. FT. REQUESTED:** \_\_\_\_\_