



DEVELOPMENT SERVICES DEPARTMENT

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www.orlandpark.org

DATE RECEIVED: _____

PERMIT #: _____

APPLICATION FOR TEMPORARY SIGN PERMIT

APPLICANT INFORMATION

Applicant Name: _____

Phone Number: _____

Company: _____

Email: _____

SITE INFORMATION

Business/Site Name: _____

Phone Number: _____

Address: _____

Email: _____

Business Owner: _____

Phone Number: _____

Property Owner: _____

Phone Number: _____

CONTRACTOR INFORMATION

OFFICE USE ONLY: CL: _____ BOND EXP: _____

Sign Contractor: _____

Phone Number: _____

Address: _____

Email: _____

SIGN INFORMATION

Circumstance: Coming Soon Grand Opening Temporary/Seasonal Use Other: _____
 Special Event Store Closing Prior to Permanent Sign

Duration of Display: Start Date: _____ End Date: _____ Total Days: _____

Sign Text: _____

Sign Materials: _____

Sign Colors: _____

Sign Location: Wall Ground

Estimated Cost: _____

Sign Type: Banner Inflatable Dual Post

Quantity of Signs: _____

Sign Length: _____ **Sign Height:** _____

Sign Face Area: _____

Tenant Type: Residential Non-Residential Vacant Land

Tenant Frontage (ft): _____

Submittal requirements:

- One (1) color copy of the fully-dimensioned Sign Plan.
- An aerial image, Plat of Survey, and/or Site Plan with the proposed sign location(s) clearly marked.
- A copy of written consent from the owner of the building or land.

The Applicant hereby certifies the correctness and completeness of this application and agrees that all signage shall comply with all applicable Village regulations (including Section 6-307 (Signs) of the Land Development Code) and shall be installed in accordance with the approved plans.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY: Application Complete Verify Occupancy/BL Number Approval: _____ Fee: _____