

TEMPORARY SIGN REGISTRATION

The Town of Matthews Unified Development Ordinance § 155.608.8.A: Temporary advertising signs on private property. Temporary signs conveying a message to identify or advertise a product, service, or establishment, other than those regulated at § 155.608.6.G, H, I and K, may be located on private property for up to sixty (60) days total during any calendar year, provided that there be a minimum fourteen (14) days between display of different temporary signs. Signs may be attached or freestanding and must be located on the same site as the business, product, service, activity, or land use identified and/or advertised by the sign. The sign area for these temporary signs shall not exceed sixteen (16) square feet, and if freestanding shall not exceed six feet (6') in height, or may be attached to the principal building within the ground or first story façade. Temporary signs do not require a sign permit, but must be registered with the Town Planning office, as explained at § 155.608.8.C. Temporary signs displayed beyond dates provided to the Town shall be in violation and will be subject to civil citation and fines without a warning notice. (See § 155.214)

Business/Organization: _____

Address: _____

Telephone: _____

Email: _____

Sign type (material) _____ Location on premises: _____

Size of Sign: _____ (maximum 16 square feet allowed)

Sign will be displayed from ____/____/____ through ____/____/____
(maximum 60 days per calendar year)

Applicant name (print): _____

Applicant signature _____

I certify that I am presently the legal owner/authorized agent of the above described property. Further, I have read this application and all related documentation and certify that all of the above information is true and accurate. I understand that I am responsible for ensuring compliance with all Town ordinances and State statutes.

Permit Issued By: _____ Issue Date: _____

Upon expiration of this permit, applicant will have _____ days remaining in the calendar year to display a temporary sign.