TYPE OF SIGN:

- ☐ Temporary Business Sign (19.18.070(B))
- ☐ Seasonal Business Sign (19.18.070(C))

- ☐ $50 FEE RECEIVED

CITY OF SARATOGA SPRINGS

TEMPORARY SIGN PERMIT APPLICATION
UPDATED APRIL 2013

Applicant & Sign Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Cell: _____

E-mail Address: _____

Applicant / Authorized Agent: _____

Address: _____

Phone: _____ Cell: _____

E-mail Address: _____

Location or address of proposed sign: _____

Area of sign (Square Feet): _____ Height of sign (Feet):_____ Duration of sign: _____

Supporting Materials

The following materials are required to be submitted with this completed application:

1. Scaled drawings of all proposed signs. Drawings must indicate the dimensions and sizes of all proposed signs, proposed sign materials and colors, and any other pertinent information.
2. Scaled site plan showing the location of all proposed signs.
3. A letter of consent from the property owner or manager shall be required where the applicant is not the owner of the property on which the sign will be located.
4. Application fee as set forth in the fee schedule adopted by the City.
5. A business license issued by the City shall be required before any sign permit will be issued for a temporary sign.

Upon approval of the sign application, the City will issue a temporary sign sticker that must be displayed in the bottom right-hand corner of the sign at all times.

Sign Regulations

All temporary signs are required to comply with the following standards per Code Section 19.18.070:

A. **Temporary Business Signs.** Licensed businesses within the City shall be permitted temporary signs in accordance with the following guidelines. New businesses must submit a permanent sign permit application before a temporary sign permit will be issued.

1. Permitted Sign Types. Banner signs and painted window signs shall be the only type of temporary business signs permitted within the City.

2. Number and Duration. Temporary business signs, which include either a banner sign or painted window signs, shall be permitted for no more than a total of thirty (30) days during a calendar year. Signs must be posted for a minimum of fifteen (15) consecutive days and no more than two (2) requests shall be made in a calendar year. A minimum of thirty (30) days must pass between requests.

3. Holiday Promotional Periods**.** A business may advertise a special service, product or sale during the following holiday periods. Only one (1) banner sign per street frontage, not to exceed thirty-two (32) square feet is allowed during these periods. Banner signs must be placed on a structure or in a landscaped area and shall not be located within the clear vision zone identified in Section 19.18.060. The sign must be removed by the end of the first working day after the associated holiday. (Amended 10/12/10 - Ordinance 10-16)

Holiday Period	**Permitted Display Time**
Presidents Day and Valentines Day - February	7 days including the holiday
Easter – March or April	7 days including the holiday
Memorial Day	7 days including the holiday
July 4th and July 24th	7 days including the holiday
Labor Day - September	7 days including the holiday
Thanksgiving - November	7 days including the holiday
Hanukkah, Christmas, New Year's	23 days starting Dec. 10th and ending Jan. 2nd

4. Size. Temporary banner signs shall not exceed four (4) feet in height and thirty-two (32) square feet in size (see Figure 13). The height of banner signs mounted on a building shall not exceed fifteen (15) feet as measured from the nearest sidewalk or curb to the top of the sign. Painted windows signs shall not occupy more than twenty-five (25) percent of the total window area on the applicable façade.

Figure 13

5. Location and Construction. Banner signs shall be placed on a structure or in a landscaped area and shall not be located within the clear vision zone identified in Section 19.18.060. In order to minimize the effect of the wind, banner signs mounted in the ground must be secured with two (2) rigid vertical members on each end of the sign and two (2) rigid horizontal members on the top and bottom of the sign subject to City staff review. In addition, banners shall have ventilated faces to reduce wind load.

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: _____ Date: _____

Property Owner / Manager Signature: _____ Date: _____