



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

TEMPORARY SIGN PERMIT

Date: _____

FEE: \$100

THE PROPERTY: Installation Date _____ Expiration Date _____
Bond \$ _____ Bond Received Date _____ Bond Refund Date _____

THE BUSINESS: Business to be advertised: _____
Address: _____ City _____ State ____ Zip _____
Development/Shopping Center: _____

SIGN CONTRACTOR: Company Installing sign: _____
Address: _____ City _____ State ____ Zip _____
Contact Person: _____ Phone: _____

SIGN INFORMATION: Sign size _____ feet x _____ feet Total area per side _____ sq. ft.
Total area _____ sq. ft.

Sign Type: A Frame Portable Wheeled Ground Sign Other _____

Single Faced Double Faced

Sign height from ground level to top of sign _____ feet

Setback from edge of pavement _____ feet

Street frontage _____ feet

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

I also acknowledge that I am required to remove said sign within three days of the expiration of the permit. To ensure removal, I am required to place a bond in the amount of \$50.00 at the time of the issuance of the permit, which will be refunded in full by the City if the sign is removed within three days of the expiration of the permit. It is my responsibility to notify the Zoning Administrator's Office when the sign has been removed. I understand that if the sign is not removed within three days of the expiration of the permit, the sign shall be deemed an illegal sign and the bond shall be used by the City to cover removal costs.

Applicant's Signature _____ Email _____

Case #: _____

Parcel ID#: H33 _____ - _____ **Zoning District:** _____ **Permit #** _____

Application is _____ approved _____ not approved. _____ / _____

Planning & Zoning Administrator

Date

TEMPORARY SIGN PERMIT INSTRUCTIONS

Temporary Sign Permits are required as follows:

- 1) One or more temporary ground signs per parcel constructed of poster board, cardboard, Masonite, plywood or plastic material and mounted to wood frames or supports.
 - a) Sign height: < 4 feet; Sign area: < 6 square feet per side; Setback: 15+ feet
 - b) A bond of \$50.00 per sign is required
 - c) Display limited to 30 days every 6 months

- 2) Temporary signs erected during the period of time extending from 31 days before through five days after any scheduled primary, general, local and/or special election. (Political signs are under this provision.)
 - a) Signs may be erected at more than one location, providing that all signs are of the same information content.
 - b) Time allowed for these temporary signs shall not be counted against the 30-day time limitation of #1 above.
 - c) Temporary ground signs erected under these provisions also includes signs that are mounted to or on metal or plastic frames or supports.
 - d) The requirements of (1) (a) above shall also apply.

- 3) Attention-getting devices as indicated below may be used for the grand opening of a new or relocated business for no more that thirty consecutive days:
 - a) Balloons
 - b) Spinners
 - c) Streamers
 - d) Searchlights, but not to exceed seven consecutive days

- 4) See Sections 1185.07 through 1185.13 for additional provisions for temporary signs.

Temporary Sign Permits are not required for signs that meet the following standards (Real Estate signs are included under this provision):

- a) One (1) sign per parcel constructed of metal facing and framing.
- b) Sign height: < 4 feet; Sign area : < 6 square feet per side: Setback: 15+ feet

In the event of a conflict between the list of requirements listed here and the requirements of Chapter 1185, Sign Regulations, Chapter 1185 shall prevail.

Questions? If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday 8:00 a.m. to 4:30 p.m. or call us at 937.854.7227