



611 N. Mulberry Road, Suite 300
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APPLICATION FOR:
TEMPORARY SIGN PERMIT

This permit is required for all temporary signs including but not limited to marketing, promotional events, flag signs, banners, feather signs, and other temporary signs that are greater than 3 sq. ft. Inflatable, balloon, snipe, air/wind generated signs are prohibited. **NO SIGN(S) ARE ALLOWED IN K-15 HIGHWAY STATE RIGHT-OF-WAY**

Date: _____

FEE \$25.00

CONTACT INFORMATION:

Address of Proposed Sign: _____

Name of Business Requesting the Sign: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____ Email: _____

Property/Business Owner Name: _____

Property/Business Owner Phone: _____ Email: _____

REQUIREMENTS

1. All signs must be placed a minimum of 8 ft. from the back of street curbs.
2. Temporary signs on nonresidential properties are limited to one, 32 sq. ft. or less on-site sign. Said sign may be displayed for a maximum of 30 days from the permit issuance date and shall not be displayed for more than a total of 180 days in a calendar year with an intervening period of at least 30 days during which the sign is not displayed.
3. Off-site commercial signage is prohibited.

TEMPORARY SIGN INFORMATION:

Description indicating where the sign(s) will be located (freestanding, on poles, an existing wall, from a canopy, etc.) on the site and/or off-site where applicable. _____

See Section 705 of the Zoning Regulations for Temporary Sign Requirements and Restrictions (Attached)

Total Number of Sign(s): _____ (One Sign Per Street Frontage Permitted)

Height to Top of Sign: _____ Height to Bottom of Sign: _____

Sign Dimensions: _____ High x _____ Wide x _____ Deep

Total Gross Surface of Sign: _____ sq. ft. (Maximum Size is 32 sq. ft.)

Sign is: Single Sided Double Sided

Displayed from: _____ - _____ - _____ to _____ - _____ - _____ = _____ Days (30 Days Max)
 Month Day Year Month Day Year

CERTIFICATION

1. I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.
2. I have read and acknowledge the restrictions and requirements of temporary signs as written in Article 705 of the Derby Zoning Regulations (see attached document).

3. I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.

Applicant Signature

Date

Printed Name

OFFICIAL USE ONLY

Required Documents: Fee

Permit Status: APPROVED DENIED

Reviewed By: _____
City Planner or Authorized Agent Permit Issue Date

Notes/Conditions: _____

Permit Return Method: Email Permit Mail (USPS) Pick-Up (Call Applicant)

705 TEMPORARY SIGNS (From the Derby Zoning Regulations)

- A. Reasonable regulations for the posting of temporary signs are necessary to ensure that temporary signs do not become a threat to public safety as a traffic hazard and to protect aesthetic values and visual enhancement of the community by eliminating visual clutter and preventing the overconcentration of signage.
- B. Temporary signs shall be subject to the following regulations, in addition to any other regulations of this article:
 1. Temporary signs, generally:
 - a. Placement of temporary signs on private property shall require the consent of the property owner. Placement of temporary signs on right-of-way shall require consent of the abutting property owner.
 - b. Temporary signs shall not be illuminated in any manner.
 - c. Temporary signs placed in conjunction with an event shall be removed within 72 hours of the conclusion of the event. Temporary signs remaining after 72 hours from the conclusion of the event may be removed by the Zoning Administrator or designee.
 - d. Temporary signs shall be constructed of materials and installed in a manner capable of withstanding the forces of wind, rain and other atmospheric conditions.
 - e. Temporary signs which are or become damaged, tattered or unreadable may be removed by the Zoning Administrator or designee.
 - f. Nothing in this section shall be construed to allow off-site commercial signs.
 - g. Excepted as noted in these regulations temporary signage shall not require a permit.
 2. Temporary signs on private residential property:
 - a. Two (2) temporary signs which are six (6) square feet or less may be displayed on private residential property for a period not to exceed forty-five (45) consecutive days and a total of one-hundred-eighty (180) days in a calendar year with an intervening period of at least 30 days during which the sign is not displayed.
 - b. One (1) additional temporary sign not exceeding six (6) square feet may be displayed on private residential property for the purpose of advertising events which may commonly occur in a residential zoning district, such as, but not limited to garage sales, estates sales, construction or remodel activities, and yard maintenance activities. Said sign may be placed up to three (3) days prior to the event and must be removed at the conclusion of the event or at the time the contractor leaves the site.
 3. Temporary signs on nonresidential property:
 - a. One (1) on-site temporary sign which is thirty-two (32) square feet or less may be displayed on nonresidential property upon issuance of a permit in accordance with Section 702. Said temporary sign may be displayed for a maximum of thirty (30) days from the date a permit is issued and shall not be displayed for more than a total of one-hundred-eighty (180) days in a calendar year with an intervening period of at least 30 days during which the sign is not displayed.
 - b. One (1) temporary sign which is forty-eight (48) square feet or less may be displayed on nonresidential property that is currently being offered for sale, lease, or currently under construction or undergoing renovation(s) upon

issuance of a permit in accordance with Section 702. Said temporary sign shall be removed once the property is sold, leased, or after construction or renovation activities are completed.

- c. Temporary signage in an amount not to exceed one (1) percent of the square footage of the zoning lot, with no individual temporary sign larger than eighteen (18) square feet. Such signs must be posted within a permanent frame or other similar device intended for the display of a temporary sign and shall not be snipe signs. Such signs may be continuously displayed but shall be made of non-durable material installed in a permanent frame or other similar device.
 - d. Temporary signs located on nonresidential property may display messages of a commercial or non-commercial nature, provided that temporary signs meeting the definition of "off-site sign" as defined in this article are not permitted.
4. Temporary signs in the public right-of-way:
- a. Temporary signs in the public right-of-way may be displayed for a period not to exceed 45 consecutive days and a total of 180 days in a calendar year with an intervening period of at least 30 days during which the sign is not displayed.
 - b. No more than one (1) temporary sign in the public right-of-way per fifty (50) linear feet of lot frontage, or fraction thereof, shall be permitted.
 - c. Temporary signs greater than three (3) square feet shall not be placed in the public right-of-way without obtaining a permit for such placement in accordance with Section 702.
 - d. Temporary signs which are three (3) square feet or less may be placed in the public right-of-way without the need for a permit.
 - e. Temporary signs allowed in the public right-of-way shall be set back a minimum of eight (8) feet from the curb of any street, or as specified for the placement approved as part of a permit issued in accordance with Section 702 of these regulations.
 - f. No temporary signs shall be permitted in K-15 Highway right-of-way.
5. For the limited purpose of complying with the provisions of K.S.A 25-2711 and as a narrow exception to the rules otherwise stated in this Section 705, the general provisions of Section 705 shall not limit the number of political signs on private property or the unpaved city right-of-way during the 45-day period prior to any election and the two-day period following any election.
- a. For the protection of the public health, safety, and welfare and the preservation of traffic sight lines, the size and setback provisions of the regulations found in Section 705 shall continue to apply during the 45-day period prior to any election and the two-day period following any election.
 - b. The K-15 Highway right-of-way is controlled by the State of Kansas and the narrow exceptions to the general rules of this Section 705 found in this subsection 5 do not apply to the K-15 Highway right-of-way.
 - c. In the event that K.S.A. 25-2711 is repealed by the Kansas Legislature, the provisions of this Section 705.B.5 shall be void and all remaining provisions of Section 705 which apply to all temporary signs will equally apply to the placement of political signs on private property and in the unpaved city right-of-way during the 45-day period prior to any election and the two-day period following any election.