



# TEMPORARY SIGN PERMIT APPLICATION

## PLANNING AND ZONING DEPARTMENT

Temporary Sign Permits may be approved for events associated with temporary carnivals, festivals, fairs and sporting events, educational and cultural events, charitable, school, and church events, reunions, grand openings & closings, auction, Official City or State of Alabama notices, private sales, and any other similar events requiring or not requiring an assembly permit.

Prior to the installation of a Temporary Sign in the City of Gulf Shores, a permit must be issued. In order to ensure that the proposed sign installation complies with the sign regulations, the following information must be submitted in 8 ½" X 11" format, scale copies of digital photos are acceptable.

All application requirements shall be submitted via the Online Licensing and Permitting Portal - <https://www6.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal&installationID=156&original iid=0&original contactID=0>

### Temporary Sign Regulations:

1. Only one such sign shall be allowed per property, per street frontage;
2. Maximum size of a temporary sign is 32 square feet;
3. Such sign shall be located only on private property where the event is being held and not within a public right-of-way;
4. Temporary sign permits may be issued for a maximum of 14 days per calendar year. The 14 days may be broken into increments of no less than 2 consecutive days offering the ability to obtain numerous temporary sign permits per year.
5. **Temporary signs which have been erected without a permit are subject to a double permit fee or may be summarily removed by the City.**
6. **Temporary signs which have expired shall be summarily removed by the City.**

### Temporary Sign Fees:

Permit Fee.....\$25.00

The fee may be waived for non-profit groups.

*AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT*

### APPLICANT & OWNER INFORMATION:

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Sign Location (Business Name): \_\_\_\_\_

Physical Address: \_\_\_\_\_

**SIGN INFORMATION:**

Sign Area (sq. ft.): \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_

Sign Height \_\_\_\_\_

Dates to be Used: \_\_\_\_\_ Installation: \_\_\_\_\_ Removal: \_\_\_\_\_

By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submitted plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected. I further understand that temporary sign shall be removed on the date specified above.

**APPLICANT/OWNER SIGNATURE:** \_\_\_\_\_

(Print) \_\_\_\_\_

**Date:** \_\_\_\_\_

.....

**Fee Paid:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_

\_\_\_\_\_

If the applicant has any questions or concerns regarding the Temporary Sign Permit review, please email [planning@gulfshoresal.gov](mailto:planning@gulfshoresal.gov)