

City of Spring Hill
 199 Town Center Parkway
 P.O. Box 789
 Spring Hill, TN 37174
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For additional information, send inquiries to:
 Beau Herring (bherring@springhilltn.org)

APPLICATION FOR TEMPORARY SIGN PERMIT

SIGN LOCATION (ADDRESS): _____

PROPERTY OWNER:	NAME:	_____		
	ADDRESS:	_____		
	CITY/STATE:	_____	ZIP CODE:	_____
	CONTACT #:	_____		
	TYPE OF TEMP SIGNS:	_____	# OF TEMPS SIGNS:	_____
	SQ FOOTAGE OF SIGNS:	LENGTH _____	WIDTH _____	= _____ SQ FT
	PROPOSED DATES FOR TEMP SIGNS:	_____		

PERMIT REQUIRED: ALL TEMPORARY SIGNS, BANNERS, PENNANTS, FLAGS AND STREAMERS REQUIRE DIRECTOR OF CODES APPROVAL PRIOR TO ERECTION OF ANY SUCH SIGNS FOR ANY PURPOSE. GRAND OPENING SIGNS AND NON PROFIT ORGANIZATIONS SUCH AS CHURCHES ALSO REQUIRE A PERMIT. GRAND OPENING SIGNS ARE TO BE ISSUED ONLY ONCE TO A BUSINESS DURING ITS LIFETIME. GRAND OPENING AND NON PROFIT TEMPORARY BANNERS OR SIGNS ARE ISSUED AT NO CHARGE TO THE BUSINESS OR ORGANIZATION. NON PROFIT ORGANIZATION MUST BE PREPARED TO JUSTIFY THEIR STATUS AS SUCH.

TIME LIMIT: EACH BUSINESS IS ALLOWED (1) SIGN, BANNER, PENNANT OR FLAG PER PERMIT VALID FOR (15) DAY'S, BUSINESSES ARE LIMITED TO A TOTAL OF (4) SIGN PERMITS IN A 12-MONTH PERIOD. GRAND OPENING SIGNS ARE PERMITTED FOR (30) DAYS.

LOCATION: TEMPORARY SIGNS MUST BE LOCATED ON-SITE AND ON THEIR OWN IMMEDIATE FRONTAGE. NO OFF SITE SIGNAGE BY BUSINESS IS PERMITTED. SUCH SIGNS SHALL NOT BE MOVING OR ILLUMINATED. PERSONS HOLDING SUCH SIGNS TO ATTRACT ATTENTION ON OR OFF SITE ARE PROHIBITED. SIGNS SHALL NOT BE PLACED ON OR NEAR ROADWAYS AS TO PRESENT A HAZARD TO TRAFFIC BY REDUCING OR ELIMINATING THE REQUIRED LINE OF SITE FOR TRAFFIC SAFETY. **SUCH SIGNS MAY BE REMOVED BY CITY OFFICIALS AS DEEMED NECESSARY FOR GOOD OF THE PUBLIC SAFETY, HEALTH AND WELFARE.** AUCTION SIGNS CAN BE PLACED AS MANY AS (5) BUT CANNOT EXCEED (20) SQUARE FEET EACH. DIRECTIONAL SIGNS FOR SPECIAL EVENTS MAY BE PERMITTED IN THE PUBLIC RIGHT OF WAY SUBJECT TO APPROVAL OF THE DIRECTOR OF CODES NOT TO EXCEED (6) FOR ANY EV

SUBMITTAL REQUIREMENTS: THIS APPLICATION FORM SHALL BE COMPLETED AND SUBMITTED TO THE BUILDING CODES PERMIT DEPARTMENT WITH A NON-REFUNDABLE \$10.00 APPLICATION FEE. APPLICATIONS MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO PROPOSED DATE FOR ERECTION OF SIGN(S), IN ORDER TO PROVIDE NOTICE OF THE DIRECTOR'S DETERMINATION OF COMPLIANCE WITH THE CITY'S CURRENT SIGN REGULATIONS.

TEMPORARY SIGN PERMIT CONDITIONS

THIS APPLICATION CONTAINS ONLY A BRIEF SUMMARY OF SIGN ORDINANCE REQUIREMENTS AND IS NOT ALL INCLUSIVE. SPRING HILL CITY ORDINANCES MAY BE FOUND AT SPRINGHILLTN.ORG. IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER, MANAGER OR PROPERTY OWNER AS APPLICABLE TO ENSURE THAT THEY ARE IN COMPLIANCE WITH ALL SIGN ORDINANCE REQUIREMENTS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN CONFISCATION OF SIGN AND/OR CITATION TO APPEAR IN COURT WITH A POSSIBLE FINE OF UP TO \$50 PLUS \$75 COURT COST PER DAY PER VIOLATION.

IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER OR MANAGER TO ENSURE THAT ALL SIGNS PLACED ON SITE ARE PROPERLY SECURED SO THAT THEY DO NOT BECOME A HAZARD TO PERSONS OR VEHICLES DURING WEATHER EVENTS INVOLVING HIGH WINDS. BUSINESSES MAY BE HELD RESPONSIBLE FOR ANY DAMAGE THEIR SIGNAGE CAUSES TO PERSONS OR THEIR PROPERTY.

IT IS THE RESPONSIBILITY AS THE BUSINESS OWNER OR MANAGER TO ENSURE THE SIGN IS TAKEN DOWN PROMPTLY WHEN THE PERMIT EXPIRES. THIS MEANS BEFORE OR BEFORE 7:00AM OF THE MORNING THE FIRST DAY THAT THE PERMIT HAS EXPIRED. TEMPORARY SIGNS ALLOWED REMAINING AFTER ALLOTTED TIME ARE WITHOUT A PERMIT AND MAY BE REMOVED AND/OR CONFISCATED BY THE SPRING HILL CITY OFFICIALS WITHOUT PRIOR NOTICE TO THE BUSINESS.

I AGREE TO REMOVE THE TEMPORARY SIGN AT THE END OF THE (15) DAY PERIOD OR HAVE RENEWED MY PERMIT BEFORE EXPIRATION FOR ITS CONTINUED DISPLAY.

Applicant Signature / Date

City Staff Signature / Date

STAFF USE ONLY

STAFF _____

APPROVED/DENIED DATE _____

OF SIGN PERMITS ISSUED DURING THIS CALENDAR YEAR: 1 2 3 4

PERMIT VALID: _____ - _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Permit #: _____	Permit Fees: _____
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