

Prior to displaying a temporary sign on private property, Planning approval must be obtained through this temporary sign permit application. Signage plans will be reviewed for compliance with [Cudahy Municipal Code Chapter 20.72](#).

Permanent Sign Permit Application Check List:

- ☐ Complete Temporary Sign Permit Application
- ☐ Application Fee: \$256.00
- ☐ Sign proposal, Site Plan, and Building Elevations (*Please see page 4 for more details*)
- ☐ The endorsement of either the owner of the site or an authorized representative of the owner

TEMPORARY SIGN PERMIT FAQs

WHAT TYPE OF EVENTS MAY TEMPORARY SIGNAGE BE APPROVED FOR?

Special events include, without limitation, grand openings, inventory sales, and end-of-year sales.

WHAT TYPE OF TEMPORARY SIGNS MAY BE APPROVED BY THIS APPLICATION?

Signs for special events may include balloons, pennants, and banners.

PERMITTED SIGNS			UNPERMITTED SIGNS		
					
BANNER	PENNANT FLAG	BALLOON SIGN	① SIGNS PAINTED DIRECTLY ON AN EXTERIOR WALL	② PORTABLE SIGNS AND A-FRAME SIGNS	③ ANIMATED SIGNS THAT ROTATE, FLASH, OR CHANGE
SIGNS THAT DO NOT REQUIRE PLANNING APPROVAL					
- Window signs - Traffic, directional, warning, and informational signs - Interior signs not visible from public view - Building directory sign, up to ten (10) sq. ft. - Garage sale advertising signs, displayed during the time of the sale, that are no greater than six (6) sq. ft. in area and four (4) feet in height			- National, state, or municipal flags - Signs to advertise a property sale, rent, or lease if only one (1) sign is displayed per street frontage, the sign is no greater than ten (10) sq. ft., and is located no closer than five (5) feet to any property line - Construction signs at active construction sites which are no more than twenty (20) sq. ft. in area		

WHAT SIZE MAY TEMPORARY BANNER SIGNS BE AND WHERE CAN THEY BE DISPLAYED?

No banner sign shall exceed three (3) feet in height, twelve (12) feet in length, or thirty-six (36) sq. ft. in area. One (1) banner sign is allowed per building elevation, unless the elevation is directly adjacent to a residential property.

HOW LONG MAY TEMPORARY SIGNS BE DISPLAYED FOR?

Temporary signage may be displayed up to four (4) times per calendar year. The total display period in a given year may not exceed sixty (60) days.

Ex: A business has four (4) seasonal sales each year and displays temporary signs for fifteen (15) days during each sale, for a total of sixty (60) display days in a year.

HOW LONG AFTER A TEMPORARY SIGN PERMIT EXPIRES MUST SIGNS BE REMOVED?

Temporary signs shall be removed within 24 hours of the date the temporary sign permit approval expires.

TEMPORARY SIGN PERMIT APPLICATION

GENERAL INFORMATION:

Business Name: _____ Business License No.: _____
 Site Address: _____
 Applicants Name: _____ Phone Number: _____
 Mailing Address: _____ Email: _____
 Property Owner/Authorized Agent: _____ Phone Number: _____
 Mailing Address: _____ Email: _____

PROPOSED SIGN(S):

Type of Temporary Sign (Ex. balloon, pennant, banner, etc.)	Length	Height	Square Feet	Building Elevation (north, south, east, or west)
	ft.	ft.	sq. ft.	
	ft.	ft.	sq. ft.	
	ft.	ft.	sq. ft.	
	ft.	ft.	sq. ft.	
	ft.	ft.	sq. ft.	

DATES OF DISPLAY: _____ to _____
 SPECIAL EVENT BEING ADVERTISED: _____

ALL APPLICATIONS SHALL BE SUBMITTED WITH DETAILS OF THE SIGN PROPOSAL, INCLUDING:

- ☐ **Proposed Sign Details:** Provide a picture or example of the proposed sign(s), showing proposed color, text, graphics, and sign dimensions.
- ☐ **Building Elevations:** Provide picture renderings or drafted plans of each elevation where the proposed sign(s) will be located. The elevations shall accurately display the proposed scale and location of the signage.
- ☐ **Site Plan Details:** Provide an aerial image or drafted site plan, showing the proposed signage location(s).

PROPERTY OWNER ENDORSEMENT

Must be read, filled in, and signed by the owner of the property or authorized agent.

_____ (owner/authorized agent) hereby grants full permission and approval for
 _____ (applicant) to display the proposed sign(s) listed in this application.

Additionally, I agree to not hold the City of Cudahy responsible for any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of this sign permit.

 Signature of owner or person authorized

 Date

 Applicant Signature

 Date

STAFF USE ONLY Reviewed By: _____ ☐ Approved ☐ Denied

Temporary Sign Permit No: _____

Date Received: _____ Received by: _____ Fee & Receipt Number: \$256; Receipt # _____