



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.

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: _____

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Fee Paid: _____ **Date Issued:** _____ **Approved By:** _____

If the applicant has any questions or concerns regarding the Temporary Sign Permit review, please contact the following staff members. Please submit this application via email to jclopton@gulfshoresal.gov.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Mell Davis	Administrator	251.968.1164	251.968.1188	mdavis@gulfshoresal.gov
Justin Clopton	Code Enforcement	251.968.1148	251.968.1188	jclopton@gulfshoresal.gov