



CITY OF LOCKPORT

TEMPORARY SIGN APPLICATION

Location of Sign Installation: _____

Estimated Cost of Sign \$: _____

BUSINESS INFORMATION

Business Name: _____

Address: _____

Phone No.: _____ E-mail: _____

Is this a New Business? YES / NO *If yes, a New Business Permit Application must be obtained from the Building Dept. prior to sign permit issuance.*

OWNER INFORMATION

Name: _____

Address: _____

Phone No.: _____ Email: _____

SIGN CONTRACTOR INFORMATION

Company Name: _____

Address: _____

Phone No.: _____ Email: _____

PRIMARY CONTACT

Name: _____ Phone No.: _____

Email: _____

I hereby certify I have read, understand and agree to conform to all governing information and regulations set forth by the City of Lockport.

Signature: _____ Date: _____

IMPORTANT INFORMATION TO APPLICANTS, OWNERS & SIGN COMPANIES

- Completed Temporary Sign Application
- Two (2) sets of scaled drawings of proposed sign. Scale must be indicated on drawing.
- Applications will not be accepted without all required supporting documents listed above. Staff will check for required items when application is submitted; incomplete submittals will be returned.
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Lockport. Any violation of this code may result in fines of up to \$500.
- Ground Signs: Submit survey, site plan or aerial indicating location(s) of signs clearly marked.
- Wall Signs: Submit detailed drawing of building elevation with proposed sign clearly marked

SIGN INFORMATION

Please indicate the type of sign. Fill in all required information located in bold lettering

Temporary / Special Event Signs - FOR BUSINESSES:

Maximum of 3 permits issued per calendar year, with each permit not exceeding 14 days and can be issued consecutively. Inflatable attention getting devices are limited to a 7-day period, allowed once per calendar year. Each temporary sign cannot exceed 32 square feet. Grand opening signs do not count towards the three-per-calendar-year limit; however a sign permit must be applied for. Signs may be displayed on property owned/controlled by the organization or on private property, with owner's permission. .
*If signs are proposed on the ground, a site plan or aerial map showing exact locations of proposed signage must be submitted with your application.

List # of each to be utilized:

Portable _____ **Banner** _____ **Wind-Waver** _____ **Balloon/Inflatable** _____

Other (Please Describe): _____

Square feet of each sign: _____ **Dimensions:** _____

Requested dates to be displayed: _____

Temporary / Special Event Signs - FOR NON-PFOFIT ORGANIZATIONS: PLACES OF WORSHIP, SCHOOLS, COMMUNITY SERVICE ORGANIZATIONS, ETC:

Temporary signs, banners and displays for special events sponsored by local schools, churches, community service organizations or other similar institutions are permitted to be displayed only during a period commencing 30 days prior to the event & ending 3 days after the event. The total number of signs shall not exceed ten, with no more than five located on public right-of-way. On public right-of-way and/or residential lots, signs shall be limited to 16 square feet. On commercial and/or sponsors' property, signs shall be limited to 32 square feet.

*If signs are proposed on the ground, a site plan or aerial map showing exact locations of proposed signage must be submitted with your application.

Portable _____ **Banner** _____ **Wind-Waver** _____ **Balloon/Inflatable** _____

Other (Please Describe): _____

Square feet of each sign: _____ **Dimensions:** _____

Requested dates to be displayed: _____

Date(s) of Event: _____

FOR OFFICE USE ONLY

Permit #: _____

Planning Dept. Approval: _____ Date: _____

Permit Dates: _____

Permit Fee: \$ _____

Comments: _____
