

TEMPORARY SIGN PERMIT (SEP/TUP)

LDC 5.04.06

Applicant Contact Information

Name of Property Owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Name of Applicant/Agent: _____

Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Sign Permit Type

Select one of the following:

- Sign only: Special Event
 Grand Opening Sign
 Coming Soon Sign
 Temporary Business Identification Sign
 Temporary Sign Cover

Sign Details

Date of Installation: _____ Date of Removal: _____ or at issuance of permanent sign

Sign Dimensions: _____ ft. height × _____ ft. width = _____ sq. ft. (sign area)

Sign Material: _____ Method of Attachment: _____

Standards for All Temporary Sign Types LDC 5.04.06 A.

All temporary signs:
<ul style="list-style-type: none"> Location: No closer than 10 feet to any property line and not within a County Right-of-Way <i>(Except for approved ROW sign permits. May not obstruct visibility of pedestrians and motorized vehicles.)</i> Maximum number of signs: properties with one road frontage = 1 sign; two road frontages = 2 signs.
Signs in Residential Zoning Districts & Properties with Residential Uses:
<ul style="list-style-type: none"> Maximum sign dimensions: 4 square feet in area and 3 feet in height.
Signs in Non-Residential or Mixed Use Zoning Districts:
<ul style="list-style-type: none"> Maximum sign dimensions: 32 square feet in area and 8 feet in height.

Standards for Specific Temporary Sign Types LDC 5.04.06 B.

Banner Only - Special Event Permit (SEP):

Used to promote an event, activity, or sale occurring in confines of an existing business.

Method of Attachment: may be ground sign or anchored banner.

Maximum time limit: 15 days before event; 14 days of event; 7 days after event = 36 calendar days

Grand Opening: Issued upon opening of a new business or relocation of existing business. Requires issuance of a current valid Business Tax Receipt or Zoning Certificate. Must be applied for within 3 months of establishing new business or location.

Method of Attachment: limited to anchored banner.

Maximum Time Limit: 14 days. Non-renewable.

Coming Soon Signs: Used to inform the public of the intended opening of a new business. A building permit must be applied for the principal structure prior to issuance. Issued PL number must be placed at the base of the sign not less than ½ inch from the bottom.

Method of Attachment: limited to ground sign.

Maximum Time Limit: not more than 6 months from issuance or until permanent sign is issued, whichever occurs first. Non-renewable.

Temporary Business Identification Signs: For the purpose of displaying a business name for an existing business undergoing a permitted renovation, remodel, or repair requiring removal of an existing legally conforming sign. Multi-occupancy buildings: temporary sign must be of similar style.

Required Material: Wood, plastic, or other similar material. **Dimensions:** limited to 16 square feet.

Method of Attachment: not an anchored banner. Affixed to building or free-standing.

Maximum Time Limit: not more than 6 months from issuance, construction is completed, or until permanent sign is issued, whichever occurs first.

Temporary Sign Cover: For the purpose of placing a temporary cover over an existing sign.

Required Material: White vinyl or canvas.

Method of Attachment: Affixed to existing ground or pole sign.

Maximum Time Limit: not more than 6 months from issuance or until permanent sign is issued, whichever occurs first. Non-renewable.

Submittal Requirement Checklist

Requirements for Review:	Required:
Temporary Sign Permit Application	<input checked="" type="checkbox"/>
Current Business Tax Receipt or issued Zoning Certificate	<input type="checkbox"/>
If Applicant is not the Property Owner: Affidavit of Authorization completed by Property Owner	<input type="checkbox"/>

Fees

- Sign Only – Special Event: \$200.00
- Temporary Use – Temporary Sign Permit Fee: \$125.00

The completed application, all required submittal materials, and fees shall be submitted to:

Growth Management Community Development Department | GMCD Portal:

<https://cvportal.collier.gov/cityviewweb>

Questions? Email: GMDZoningFrontDesk@collier.gov

I acknowledge receipt of the Land Development Code section 5.04.06 B. Temporary Sign Permit Types and Standards.

Signature of Authorized Applicant

Date

Printed Name of Signing Party