

BANNER PERMIT APPLICATION

1. A separate application is required for each banner.
2. Please make sure to submit all required information. Incomplete applications will be rejected and processed as new once the required information is provided.
3. Fees are due when the permit is issued. The fee for a banner is \$25.00 for 10 days. Unfortunately, we are unable to accept cash.
4. The City of Milton Sign Ordinance allows staff 30 days to process a sign or banner permit once a complete application has been submitted. However, staff review typically takes 7-10 business days. If staff is available, banner permits may be issued the same day. The applicant will be notified when the sign permit is ready to be picked up.
5. Applicants are required to submit three copies of any required plans, detail and elevations.
6. A sign permit shall become null and void if the sign for which the permit has been issued has not been installed and completed within six months after the date of issuance.
7. Any contractor erecting or maintaining a sign in the City of Milton must possess a valid occupation tax certificate (business license) and a certificate of insurance.
8. Once the sign permit has been issued, the applicant shall affix the provided permit sticker to the sign in the lower right area, so that it is easily seen.
9. The maximum allowed size of banner is 24 square feet, at a maximum of 5 feet in height.
10. Banners must be set back at least 15 feet from the edge of the pavement.
11. Banners are allowed for a period of 10 consecutive days, with a total of 40 days for the year. In addition, a new business is allowed a banner for 30 days starting from the issuance of the business license. 12. Banners must be supported on all four sides with a metal, or PVC frame, or its equivalent. 13. Banners cannot be attached to fences or entry walls, etc. Banners cannot be located in landscape strips, without the Arborist's approval.

STAFF USE ONLY

Permit No: _____ Decal No: _____ Total Fee \$ _____

BUSINESS OWNER

Business Name: _____

Business Owner or Contact Person: _____ Phone: _____

Address: _____

Mailing Address: _____

Phone: _____ Email Address: _____

PROPERTY OWNER

Property Owner: _____ Phone: _____

Address: _____

Email Address: _____

SIGN LOCATION/DESCRIPTION

Sign Location Address: _____

Name of Center/Subdivision of Sign Location: _____

Zoning District: _____ Land Lot: _____

SIGN CONTRACTOR

Contractor Name/Company: _____ Phone: _____

Address: _____

Will Contractor Install Sign? Yes No

Property Owner's Permission to Install Sign? Yes No

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct. I am aware of the City of Milton Sign Ordinance, and agree to comply with all applicable requirements related to this permit; I further certify that there are no existing signs except those indicated hereon; and I further certify that all necessary building and/or electrical permits required for the installation of the sign will be obtained prior to installation.

Print Name: _____

Sign Contractor/Applicant Signature: _____

Date: _____

BANNER INFORMATION

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH BANNER

Type: Banner Other _____

PROPOSED TEMPORARY SIGN INFORMATION

1. Dimensions: _____ Square Footage: _____

2. Height: _____ Setback From Pavement _____ (min 15')

3. Are there any other banners up in this development/subdivision? Yes No

4. Proposed dates for banner: _____

5. Materials: _____

FEE FOR ALL BANNERS: \$25.00, per 10 days
(We are unable to accept cash.)

SKETCH BANNER IN THIS AREA



FOR STAFF USE

Total Square Footage of Proposed Banner: _____

Approved: _____

Banner Start Date: _____ Banner End Date: _____

Renewal # _____ Grand Opening: _____