

CITY OF PRINCETON TEMPORARY SIGN PERMIT REQUIREMENTS

This handout outlines temporary and portable ground signage information (commemorating a special event, business anniversary, grand opening and other promotions) within the City of Princeton, similar to those pictured below. (Please note: This does not address sandwich board signs, real estate, garage sale, or political signs.)



5. Signs Permitted with a Temporary Sign Permit

Temporary And Portable Ground Signs (commemorating a special event, business anniversary, grand opening, and other promotions) shall be permitted subject to the following:

A. Permit Requirements:

1. Permit Application: Temporary and/or portable signs shall not be permitted without a temporary sign permit. A temporary sign permit application form and fee, as set by council resolution, shall be submitted to the Building Inspector, who is hereby authorized to review and approve permits for temporary signs and/or portable signs, ten (10) days prior to the special event.
2. Duration Of Permit; Expiration; Sign Removal Required: All permits issued hereunder shall be for a maximum duration of fourteen (14) calendar days and shall automatically expire after said period. Upon permit expiration, the applicant shall cease to display any and all signage permitted by the permit, unless the applicant has received a new permit for said signage.
3. Limitation On Permits:
 - a. No more than one temporary sign permitted under this subsection shall be allowed on any one property at one time.
 - b. No more than four (4) permits per calendar year shall be issued to any one property. Shopping centers and multiple-tenant buildings shall be counted as one property.

- c. If two (2) permits are obtained in succession by any applicant, both permits shall be counted for the purpose of determining the yearly limitations of this subsection.
- B. Maximum Size: Maximum temporary or portable sign size shall be limited to forty eight (48) square feet.
- C. Location/Setbacks:
 1. Signs shall not be placed in any Residential Zoning District.
 2. Signs shall be located on the property of the business sponsoring the special event, and the advertising message must only relate to the operation conducted on that premises.
 3. Signs shall not be placed in the right-of-way.
 4. Signs shall not be placed in a location that could cause a visual obstruction at or within a right-of-way or intersection.
- D. Charitable Nonprofit Organization Signs; Charitable Event Signs; or Local Unit of Government Signs:
 1. Nonprofit organizations, which are solely charitable in nature, or local units of government may have off premise signs for their special events, provided the property owner signs the temporary sign permit application. (Off premise signs for charitable events shall also be allowed, provided the property owner signs the temporary sign permit application).
 2. Signs under subsection 5.D may be located within any Zoning District.
 3. Signs under subsection 5.D shall not be counted as one of the four (4) permits allowed to the property owner.
 4. Signs under subsection 5.D shall be limited to no more than six (6) in a year.
 5. Signs under subsection 5.D shall be limited to three (3) signs per event.
- E. Dangerous Signs Prohibited/Anchors Required:
 1. Signs shall not be unsafe or dangerous.
 2. Signs shall be securely anchored. The applicant shall be responsible for locating all utilities.



PERMIT NO#: _____

PERMIT FEE (\$20) PAID: _____

CITY OF PRINCETON TEMPORARY SIGN PERMIT APPLICATION

Date: _____

Applicant Name: _____

Address: _____

Phone Number: _____

Property Owner: _____

Address: _____

Phone Number: _____

Sign Location Information:

Property Address: _____

Legal Description / PID #: _____

Sign Dimensions: _____

Proposed Dates Sign(s) will be posted: _____

Applicant has received a copy of the Princeton Temporary Sign Ordinance and certifies that the sign shall follow the Ordinance requirements.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

City Signature: _____ Date: _____

Comments: _____
