



# TOWN OF CLAY

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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### Temporary Sign Information Sheet To Be Placed With Sign Permit Application No Fee

- Temporary signs are *non-permanent* accessory structures.
- All temporary signs **shall** have local contact information, either printed on or attached to some portion of the sign itself <or> placement of the signs shall be recorded with the Department of Planning and Development.
- Signs under 16 square feet do not need any further review, signs over 16 square feet need to be reviewed by the Planning Department and/or the Planning Board.
- Signs **shall not** be placed within any public Right-of-Way.
- Political signs may be installed a maximum of two (2) times per year for a maximum of 60 days prior to each event and **shall** be removed within 48 hours of the conclusion of the event.
- All temporary signs shall be located within the boundaries of a private lot upon permission of the property owner if located on a lot unrelated to event.

#### Check One:

Commercial/Non-Residential Real Estate Sales\_\_\_\_  
 Commercial/Non-Residential Contractor\_\_\_\_  
 Community/Personal Event\_\_\_\_ Grand Opening\_\_\_\_ Political\_\_\_\_

Dimension of sign \_\_\_\_\_ ft x \_\_\_\_\_ ft = \_\_\_\_\_ total square feet.

Description of writing on sign\_\_\_\_\_

**\*\*\*\*\* Sign must be placed outside of road right-of-way\*\*\*\*\***

Date sign will begin\_\_\_\_\_ Date sign will be removed\_\_\_\_\_

Registrant name\_\_\_\_\_ Signature\_\_\_\_\_

Address\_\_\_\_\_ Phone #\_\_\_\_\_

**\*\*\*by signing this form, the applicant understands and acknowledges the temporary sign regulations\*\*\***