

TOWN OF COLLIERVILLE

Temporary Sign Permit Application

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
Website: www.collierville.com



Business Name:	Permit #:	
	Review Fee:	\$50.00
Business Street Address:	Permit Fee:	None

WHAT CONSTITUTES A COMPLETE SIGN PERMIT APPLICATION?

To avoid processing delays, submit a complete **temporary** sign permit form, which includes the following. Incomplete sign permit submittals will be returned to the applicant and will not be processed by the Town.

- **Completed Temporary Sign Permit Application Form** - Complete the sign permit application form in detail. A separate application is required for each proposed temporary sign.
- **Authority to Submit Application** - The property owner, and applicant, if different from the property owner, must sign the application.
- **Review Fee** - The review fee must be submitted **with** the sign permit form. Checks shall be made payable to "Town of Collierville." There is no charge for the actual sign permit once the review is complete. Review fees are summarized in the table above.
- **Additional information** - Provide details of any other pertinent information as required by any sign policy, planned development outline plan, etc. The staff may request additional information (product/color samples, additional details, etc.) to facilitate the review of the application. Signs shall not be installed until the permit has been issued. A penalty fee will be charged if installed prior to issuance of permit. Owners and sign companies should know that constructing a sign before the permit has been issued is at their own risk and could result in avoidable costs if the sign does not meet the Town's sign ordinance.

For review of multiple permits for a business (excluding temporary signs), fee is calculated by the combined square footage of all signs submitted at the same time for review.

Temporary sign requiring no permit	None
Temporary sign requiring permit	\$50

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO FILE A SIGN PERMIT APPLICATION FOR THIS PROPERTY AND ALL INFORMATION ON THIS APPLICATION IS CORRECT. In making an application for a sign permit, the information given is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention, which might, if known, cause a denial of this application, or any alteration or change in plans is made without the permission of the Department of Development Services and/or the Historic District Commission subsequent to the issuance of the sign permit, and such shall constitute grounds for revocation and nullification of such permit and the removal of any sign that has been constructed. I understand that issuance of a permit SHALL NOT be held to permit, or to be an approval of, the violation of any provision of any of the Town and/or County Ordinances.

Owner of the property:

AND Applicant, if different from the property owner:

Signature _____

Signature _____

Printed or typed name(s): _____

Printed or typed name(s): _____

Date: _____

Date: _____

STAFF USE ONLY		Date received:
Reviewed by: _____	Date: _____	
<input type="checkbox"/> Approve <input type="checkbox"/> Conditionally Approved (see below or attached letter) <input type="checkbox"/> Disapproved (see below or attached letter stating reason)		
Inspected by: _____	Date: _____	
Approved for _____ days (from _____ to _____)		
Conditions of approval:		

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Applicant and Subject Property Information

Business Name				Tenant	<input type="checkbox"/> New	<input type="checkbox"/> Existing
Business Owner						
Business Address					Phone #	()
Fax #	()	E-mail Address				
Owner Address if Different from Business Address						
Zoning District	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Office	<input type="checkbox"/> Residential		
Sign Location	<input type="checkbox"/> On-Site	<input type="checkbox"/> Off-Site	Number of Tenants on Premises	<input type="checkbox"/> One	<input type="checkbox"/> Two or more	
Installing Sign Company Name				Cost of Sign	\$	
Mailing Address				Phone#	()	
Installing Sign Company Contact						
Fax #	()	E-mail Address				

Specifications of the Proposed Temporary Sign

What type of temporary sign is it?	What is the design of the sign and how will it be used?	How long* will it remain?
<input type="checkbox"/> Banner <input type="checkbox"/> Ground Sign (Including real estate signage) <input type="checkbox"/> Development-in-Progress Sign <input type="checkbox"/> Window Sign: <input type="checkbox"/> Interior to Building* <input type="checkbox"/> Exterior to Building* <input type="checkbox"/> Construction Sign <input type="checkbox"/> Other _____	What is the sign made of? <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Canvas <input type="checkbox"/> Other _____ What is the location of the sign? <input type="checkbox"/> Attached to Building (provide rendering) <input type="checkbox"/> Adjacent to Building (provide site layout showing sign location) <input type="checkbox"/> Front Yard provide site layout showing sign location) Setback from Curb (_____ feet) <input type="checkbox"/> Other: _____	Start/End Date(s)* Requested: From _____ to _____ <input type="checkbox"/> Check here if the site is adjacent to a Town or State road widening project and if you are requesting that the sign remain more than 60 days. <small>* A business is allowed no more than 60 days total for temporary signage. This can be 60 consecutive days or split among multiple times a year. For more details see §§151.170 through 151.183 of the Zoning Ordinance.</small>

What is the sign's size*?	Width:	_____ feet	Total Sign Area:	_____ square feet
<small>* The maximum allowed by is 32 square feet. See §§151.170 through 151.183 of the Zoning Ordinance.</small>	Height:	_____ feet	What is the building's tenant frontage (storefronts only)?	_____ linear feet
Sign height?	For Ground-mounted Signs (measured from highest point above surrounding grade, including base)			_____ feet
	For Wall-mounted Signs (measured from highest point above surrounding grade)			_____ feet

Sign Content/Logo (Sketch the sign design in box right labeling dimensions)	<input type="checkbox"/> Check this box if graphic (picture or drawing) of the sign or a site layout is attached to this application		
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