



Permit Number: _____ Date: _____ Permit Fee: <b>\$53.00 + \$4.50 OUBCC Fees</b> <b>\$2.00 Data Retention Fee</b>
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## TEMPORARY SIGN APPLICATION

Business Name/ Street Address/Telephone: \_\_\_\_\_  
 \_\_\_\_\_

Type of sign requested:  Banner  Temporary  Inflatable  Mobile  Promotional Business

Number of days to display sign:  45  120      Number of temporary signs displayed in past year: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_ Square Footage (total): \_\_\_\_\_

Height of sign above grade: \_\_\_\_\_ feet      Setback from property line: \_\_\_\_\_ feet

Property Owner Name/Address/Telephone: \_\_\_\_\_  
 \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

### Temporary Signs – Basic Information and Application Processing

All temporary signs designed to be changed periodically (i.e. promotional, special products or services) require a permit prior to erection of the sign. These signs also must adhere to the following requirements – Broken Arrow Zoning Code, Section 5.7 Signs:

1. No more than four such signs per lot, per year (only one sign displayed at a time, with a maximum 45 days for each sign)
2. Applicant may elect to combine all four time frames, however, in doing so, may only display the temporary sign for a maximum of 120 days per year
3. All temporary signs must have the banner owner’s name, phone and address affixed to the sign
4. All temporary signs shall be set back from the property line one foot for every foot of vertical height of the sign
5. No temporary sign will be placed within a street right-of-way and shall not interfere with the flow of traffic and no sign shall be placed in the site triangle at an intersection or street (25 feet away from the edge (or curb) of any driveway)
6. No temporary sign shall be placed in a required parking space or to obstruct vehicular or pedestrian traffic
7. All temporary signs shall be designed to withstand wind pressure of not less than forty pounds per square foot of area, or made of materials which are likely to become projectiles by windstorm
8. No temporary sign shall exceed forty square feet of display surface area (i.e. 4’X10’)
9. If a sign company is used, they must be registered with the City of Broken Arrow

**A special sticker (green) will be issued with the permit, which must be attached to the temporary sign for the duration of display.**