DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
TEL (775) 782-6217
FAX (775) 782-9007
www.douglascountynv.gov

TEMPORARY SIGN PERMIT APPLICATION

(For Banners, Balloons, & Inflatable Devices)

FOR STAFF USE ONLY

_____ _____ _____
Permit Number Received by Date

Permit Start Date: _____ Expiration Date: _____

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who must submit for a **Temporary Sign Permit** for the temporary use of banners or inflatable sign devices pursuant to Douglas County Code Sections 20.620.040 and 20.620.045.

As an applicant, you must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Douglas County Community Development Department.

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PROJECT LOCATION:

Business Name: _____ Owner: _____

Address: _____

Assessor's Parcel Number: _____

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APPLICANT:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: ( ) _____ Fax No: ( ) _____

E-mail: _____

PROPERTY OWNER:

Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: ( ) _____ Fax No: ( ) _____

E-mail: _____

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Requesting Temporary Sign Permit for (check one): _____ Single Event

_____ Annual Event

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s)/Agent of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s)/Agent of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

PROPERTY OWNER(S)/AGENT OF RECORD: (Include extra sheets if necessary)

_____	_____	_____
Printed Name	Signature	Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

APPLICANT/APPLICANT'S REPRESENTATIVE:

_____	_____	_____
Printed Name	Signature	Date

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CONDITIONS OF APPROVAL

BALLOONS AND INFLATABLE DEVICES

1. Balloons or inflatable devices must be securely affixed to the ground and may not exceed the height of the main on-site structure or 20 feet, whichever is greater.
2. Temporary balloons or an inflatable device may be displayed for a period not to exceed five consecutive days within any calendar month (maximum 60 days per calendar year).

BANNERS

1. No more than one banner may be used per unit of operation.
2. Banners must be securely fixed to a permanent structure or an alternative means as approved by the director.
3. Maximum size of a banner is 32 square feet, except for signs permitted to span U.S. Highway 395 or U.S. Highway 50.
4. A temporary banner may be displayed for a period not to exceed ten consecutive days within any calendar month (maximum 120 days per calendar year).

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Staff to check off **TEMPORARY SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST**

The following items must be complete and submitted with this application:

____ **The completed application form** with all necessary signatures.

____ **Application fee** (checks are to be made out to Douglas County Community Development).

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NOTICE TO APPLICANT

It is not recommended that a sign be ordered or constructed prior to Sign Review approval.