



DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

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For Office Use Only

Date

Received By

Application Number

TEMPORARY APPLICATION

The following application form is provided for persons to submit a **Temporary Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department.

APPLICATION TYPE: (CHECK ALL THAT APPLY):

- Temporary Sign Permit (A-Frame signs)
- Temporary Sign Permit (Banners, Balloons & Inflatable Devices)
- Temporary Use Permit

PROJECT LOCATION/INFORMATION:

Street Address (if available):

Assessor's Parcel Number(s):

Town (if applicable):

Regional/Community Plan (if applicable):

Zoning (current):

PROJECT DESCRIPTION:

Brief description of project or request:

Project Name (if applicable):

List any previous applications that have been filed for this site:

Other pertinent information:

TEMPORARY USE INFORMATION (FOR TEMPORARY USE PERMIT 20.620.050):

- Parking lot/Sidewalk Sale Temporary office module (not construction site) Grand Opening/Anniversary
- Outdoor art & craft show and exhibits In-tract model home sales complex
- Other (specify): _____ Time period of operation: From _____ to _____

PURPOSE OF THE TEMPORARY USE PERMIT

The purpose of the Temporary Use Permit is to regulate land use activities of a temporary nature so as to protect the public health, safety, and welfare. The intent of these regulations is to ensure that temporary uses will be compatible with surrounding land uses, to protect the rights of adjacent residents and landowners, and to minimize any adverse effects on surrounding properties and the environment.

TEMPORARY SIGN PERMIT INFORMATION (For Sign Review Use 20.618, 20.696, 20.620.043):

- Temporary sign (Banners, Balloons & Inflatable) – Single Event or Annual Event; Exp Date _____
- A-Frame (20.620.043) – Method of securing sign to the ground? _____

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).

Douglas County Code (20.620.043) requires the issuance of a sign permit for any business or civic organization which proposes to utilize an A-Frame Sign for advertising purposes. The business owner agrees to comply with the following conditions:

A-FRAME SIGNS:

1. No more than one A-Frame sign may be used per unit of operation.
2. The A-Frame sign may be placed in the following locations: a) in front of the unit of operation, adjacent to the storefront entrance, b) on the parcel where the business or civic event is located and placed along the street frontage, or c) if the business is located within a commercial or industrial complex, the sign may be placed on any parcel within the complex fronting a public street with written permission from the property owner. The sign must be securely affixed to the ground (bolted or weighted), and must not block a public sidewalk or be placed in the public right-of-way, and must not block site visibility along the street or pose a traffic hazard.
3. May only be displayed during business hours or during the civic event.
4. Maximum size of the A-Frame sign structure is limited to 7.85 square feet in area, including sign support, with a maximum height of 3.75 feet (45 inches), and a maximum width of 2.08 feet (25 inches).
5. The sign area must be designed as follows:
 - a. A maximum of six square feet of sign area, which may include a logo.
 - b. Sign area must be of uniform type and color.
 - c. Sign display must be permanently affixed to the sign. Magnetic or decal lettering is acceptable.
 - d. Erasable sign display is allowed.
6. The sign structure must be square or rectangle in shape with an overall design that is compatible with the business it serves and/or complements the streetscape.
7. The A-Frame sign must be made of durable, low-maintenance material which will withstand extreme weather conditions.

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

	Temporary Sign Permits
	Completed application form & fee with all necessary signatures.
	Temporary Use Permit
	Completed application form & fee with all necessary signatures.
	Detailed Description of the proposed project and use.
	Site Plan to scale using 1"=10', 1"=20', 1"=30', showing site layout, location of all areas where temporary use is proposed, size and location of temporary structures, location of existing structures, parking arrangements and any proposed signage. Minimum paper size is 11"x 17". Note: Temporary model home complexes must show how all applicable requirements will be met, including handicapped accessibility
	Digital copy of entire application material

Note: Upon review of this application, Douglas County may require additional documentation and/or applications.

Applicant Information	
Applicant/Developer	Professional Consultant/Representative
Name:	Name:
Company:	Company:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:
Property Owner	Other Person(s) to be Contacted:
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) 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) 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.

OWNER(s) of RECORD: (Include extra sheets if necessary)

 Printed Name Signature Date

 Printed Name Signature Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

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