



City of Marco Island
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5006

TEMPORARY SIGNS & SALES PERMIT APPLICATION

**In order to properly process your request, all applications must be submitted at least 2 weeks prior to Event Date.*

TEMP Permit #: _____ Date Received: _____

ABOVE TO BE COMPLETED BY STAFF

- TEMPORARY SIGNS ONLY
- TEMPORARY BANNER

****Note: If Event will include Music/Noise, Tents larger than 20x20, or Alcohol, please complete a Community Special Event Application. <http://www.cityofmarcoisland.com/modules/showdocument.aspx?documentid=15842>***

Because permits may be necessary prior to your event date, please indicate the effective dates of your request: From: ___/___/___ to ___/___/___

Organization Name: _____

Type of Business: _____

Applicant's Name: _____ Phone: _____

Applicant Email Address: _____

Event Description: (Sidewalk Sale, Event Notice, Etc.) _____

Event Dates: ___/___/___ to ___/___/___ . Times: _____ AM/PM to _____ AM/PM

Event Location: _____

Property owner's name: _____ Phone: _____

Address: _____

ATTACH A SITE PLAN WHICH INCLUDES THE FOLLOWING:

- Store Fronts or Building Plan
- Location of fire suppression devices (Fire Hydrants, Fire Extinguishers, etc.)
- Proposed sign location (on premise)
- Location of merchandise (outside display area)
- Tents
- Multiple site plans will be submitted if more than one location is to be used.

SITE INFORMATION

BANNER OR SIGN:

Section 30-795 of the Marco Island City Codes allows 1 temporary sign or banner in conjunction with a temporary use permit (2 signs are allowed for properties with more than 1 street frontage) MAXIMUM = 32 sq. ft. Non-renewable permits of up to two weeks' duration, such that during any calendar year the sum total of all permits for banner does not exceed 28 days. **WIND SIGNS (including balloons, streamers, rotating devices and unofficial flags) ARE PROHIBITED.**

- No, I will not be using a Banner
- Yes, I will be using a Banner **(Please include written description of the location of banner)**

DIRECTIONAL SIGNS: A temporary sign intended to direct pedestrians, motorists, and other passerby to any assembly, gathering, activity, or meeting. In conjunction with an approved temporary use permit for a special event, off-premise directional signs, not to exceed 5 signs, may be placed within the right-of-way subject to the following criteria:

1. A written description indicating off-site directional sign locations must be included with the application.
2. Directional signs must be a minimum size of 18" x 24" and a maximum size of 24" x 32".
3. It is recommended that the signs be blue with white lettering, however, directional signs may be any single-color background with any single color copy.
4. The signs shall be professional in appearance and shall include the permit number, which may be placed on back of sign.
5. Directional signs may not be erected prior to 5 days including the day or days of the scheduled event and must be removed within 24 hours of the completion of the event.
6. Directional signs may not be located within medians, not be placed between sidewalk and road, not attached to traffic control signs or other authorized highway signs. You must receive permission from owner prior to placing signs on Private Property. Signs shall be located a minimum distance of 30 feet from street intersection and a minimum distance of 6 feet from the edge of pavement or 3 feet from the back of a curb. The bottom of all signs shall be a minimum of 12 inches above existing ground and the top of the sign shall not exceed a distance of 5 feet above the existing ground.

- Yes, I will have a sign on property.
- Yes, I will be using Directional Signs **(Please include written description of the location of Signs)**

By acceptance of this permit, the applicant agrees to defend, hold harmless and indemnify the City of Marco Island and its agents from any and all liability which may arise as a result of the issuance of this permit and agrees to conform to applicable provisions of the Collier County Land Development Code.

I, _____, applicant, agree to use the property as described herein during the time period indicated.

Required Signature:

Applicant

Date

This permit does not constitute approvals which may also be necessary under other local, state and federal regulations, including, but not limited to right-of-way permit, building permit, FAA, FCC, & DEP. This permit is issued pursuant to information provided by the applicant. **Fee: \$50.00 – checks payable to “City of Marco Island”**