



Planning & Zoning Department  
 One Donham Plaza,  
 Middletown, OH 45042  
 Phone: 513-425-7970  
[www.cityofmiddletown.org](http://www.cityofmiddletown.org)

## TEMPORARY SIGN PERMIT

PROJECT/PROPERTY ADDRESS

APPLICATION DATE

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**APPLICANT INFORMATION**

NAME:	ADDRESS:
PHONE:	

**PROPERTY OWNER INFORMATION (IF DIFFERENT FROM ABOVE)**

NAME:	ADDRESS:
PHONE:	

**Temporary Sign(s) Description (include photos, size of signs, and proposed locations):**


Review Time: A Temporary Sign Permit will typically be issued within 3 days of receipt of an application. Signs that are issued approval will be given City Issued stickers to be placed on the sign that specifies the permit expiration date.

**TEMPORARY SIGNS MUST BE LOCATED ON YOUR PROPERTY. IT IS ILLEGAL TO PLACE SIGNS IN THE PUBLIC RIGHT OF WAY AND THEY ARE SUBJECT TO REMOVAL AND DISPOSAL BY THE CITY OF MIDDLETOWN. THE ONLY SIGNS PERMITTED IN THE PUBLIC RIGHT OF WAY ARE THOSE WITH SPECIAL PERMIT APPROVAL. FOR MORE INFORMATION ABOUT SPECIAL EVENT PERMITS, PLEASE CONTACT THE CITY PUBLIC WORKS DEPARTMENT 513-425-1860.**

Temporary Sign Permit Fee: \$30.00

**Before proceeding with any project please contact the City Building Inspections Department to confirm no additional permits are required. Building Inspections Department: 513-425-7973**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**PLANNING OFFICE USE ONLY:**

DATE RECEIVED:	TEMP. SIGN EXP. DATE:	ZONING DESIGNATION:	COMMENTS:
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**Standards that Apply to all Temporary Signs:**

- 1) Temporary signs shall not be mounted, attached, affixed, installed, or otherwise secured in a manner that will make the sign a permanent sign.
- 2) No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured so as to protrude above the roofline of a structure.
- 3) Unless otherwise specifically stated, temporary signs shall not be illuminated.
- 4) No temporary sign shall require a foundation, support, wiring, fittings, or elements that would traditionally require a building permit or electrical permit.
- 5) No streamers, spinning, flashing, or similarly moving devices shall be allowed as part of or attachments to temporary signs.
- 6) All temporary signs shall be secured in such a manner as to prevent swinging or other significantly noticeable movement resulting from the wind that could pose a danger to people, vehicles, or structures.
- 7) Mobile signs on wheels, runners, casters, parked trailers, parked vehicles, or other temporary or movable signs shall not be permitted unless otherwise specifically stated in this chapter.
- 8) Because of the nature of materials typically used to construct temporary signs and to avoid the unsightliness of deteriorating signs and all safety concerns which accompany such a condition, temporary signs shall be removed or replaced when such sign is deteriorated.

**Temporary Signs in Nonresidential Zoning Districts:**

**(1) Year Round Signage Allowance:**

The following temporary signs are allowed on any lot in a nonresidential zoning district or in a nonresidential PD, without time restrictions:

- a. Up to a total of 24 square feet of temporary signs are permitted on each lot.
- b. The signs are limited to yard signs or banner signs subject to the sign-specific standards in Section 1220.09(d).
- c. There shall not be a maximum number of signs but the maximum sign area for any individual sign shall be six square feet with a maximum height of four feet.
- d. A certificate of zoning compliance shall not be required for these signs.

**(2) Additional Signage**

- a. In addition to the signage allowed year round above, Table 1220-3 establishes the total square footage, height, and allowances for temporary signs allowed on each individual lot, in the applicable nonresidential zoning district.
- b. Each sign type shall be subject to the standards established for each sign type in this section.
- c. There shall be no maximum number of signs provided the aggregate total square footage of sign does not exceed the amount established in Table 1220-3 unless limited by the sign type standard.
- d. A certificate of zoning compliance shall be required for any sign over 16 square feet in sign area unless otherwise stated in this section.

<b>TABLE 1220-3: TEMPORARY SIGN ALLOWANCES</b>				
<b>SIGN TYPE</b>	<b>DISTRICTS AND SUBDISTRICTS ALLOWED</b>	<b>MAXIMUM SIGN AREA (SQUARE FEET)</b>	<b>MAXIMUM SIGN HEIGHT (FEET)</b>	<b>TIME LIMITS</b>
<b>A-Frame or T-Frame Sidewalk Signs</b>	<b>All Districts and Subdistricts</b>	<b>8</b>	<b>4</b>	<b>See Section 1220.09(d)(1).</b>
<b>Balloon or Air Activated Graphics</b>	<b>All Districts and Subdistricts except UC-C and UC-S</b>	<b>50</b>	<b>12</b>	<b>14 consecutive days, one time per calendar year</b>
<b>Banner Signs</b>	<b>All Districts and Subdistricts</b>	<b>See Section 1220.09(d)(3).</b>		
<b>Blade Signs</b>	<b>All Districts and Subdistricts except UC-C and UC-S</b>	<b>24</b>	<b>8</b>	<b>14 consecutive days, four times per calendar year</b>
<b>Flag Banner Signs</b>	<b>All Districts and Subdistricts</b>	<b>20</b>	<b>None</b>	<b>14 consecutive days, four times per calendar year</b>
<b>Yard Signs</b>	<b>All Districts and Subdistricts</b>	<b>24</b>	<b>5</b>	<b>14 consecutive days, four times per calendar year</b>

**Standards for Temporary Sign Types:**

**1) A-Frame or T-Frame Sidewalk Signs**

A-Frame or T-Frame sidewalk signs are permitted in any nonresidential district in accordance with the following requirements;

- a. A certificate of zoning compliance shall be required for the initial placement of a sign. If a sign with an approved certificate of zoning compliance is replaced by a sign identical in size and location, a new certificate of zoning compliance shall not be required for the replacement sign.
- b. The sign may be located on a public or private sidewalk or walkway provided it is placed on pavement and not in any landscaped areas.
- c. If the sign is placed on a sidewalk or walkway, the sign can only be placed where the paved sidewalk or walkway width, not including curb top, is at least seven feet wide.
- d. The sign must be free-standing and shall not be affixed, chained, anchored, or otherwise secured to the ground or to any pole, parking meter, tree, tree grate, fire hydrant, railing, or other structure.
- e. The sign must not obstruct access to parking meters, bicycle racks and other features legally in the right-of-way. The sign must not interfere with the opening of car doors in legal spaces, or with the operation of wheelchair lifts and ramps, cab stands, loading zones or bus stops.
- f. The sign shall be internally weighted so that it is stable and windproof.
- g. The sign shall only be placed outside during the hours of the establishment's operation.
- h. The City of Middletown shall be held harmless from any liability resulting from accident or injury caused by erection and maintenance of such sign.

**2) Balloon or Air-Activated Signs**

- a. Only one balloon or air-activated sign is allowed on any lot at one time.
- b. The sign shall be securely anchored to the ground.
- c. The sign shall be setback from any right-of-way and any parking space a minimum distance equal to its height. Such setback shall include any wires, rope, or other materials used to securely fasten the sign to the ground.

**3) Banner Signs**

- a. Banner signs may be attached to a building, fence, or other similar structure. Banners attached to posts and mounted in a yard or landscape area shall be regulated as a temporary yard sign.
- b. The maximum height standard for temporary signs shall not apply to a banner sign but such signs shall not be mounted in a manner that extends above the roofline of a building or the top of the structure on which it is mounted.
- c. The maximum sign area for banner signs shall be 24 square feet.
- d. Banner signs shall be permitted for up to 15 consecutive days, four times per calendar year with the exception of paragraph (E) below.
- e. For certificates of zoning compliance applications related to the establishment of a new use within an existing building where there is existing permanent signage, a banner sign may be approved for up to 45 consecutive days to cover the existing permanent signs. Such banner sign shall not exceed the sign area of the permanent sign and shall require a certificate of zoning compliance.

**4) Blade Signs**

- a. There shall be a minimum separation distance of 50 feet as measured along the street frontage.
- b. The signs shall be securely anchored in the ground or within a portable base designed for such function.
- c. The sign shall be setback from any right-of-way and any parking space a minimum distance equal to its height.

**5) Flag Banner Signs**

- a. Flag banner signs shall be mounted on the building wall either by bracket or by a pole.
- b. The bottom of the flag banner sign shall be no lower than nine feet measured from grade of the property line closest to the banner.
- c. Flag banner signs shall not extend beyond three feet over the sidewalk measured from their point of mounting on the storefront wall.
- d. Flag banner sign mounting devices shall have structural integrity as authorized by the Chief Building Official.

**6) Yard Signs**

- a. There shall be a maximum of two faces to the sign, mounted back-to-back.