

Temporary Sign Permit Application

SIGN INFORMATION:

Address of Proposed Sign: Suite #: City: State: Zip:

Business Name:

PROPERTY OWNER INFORMATION: *Must be Legal Owner of Record

Name:

Mailing Address: Suite #: City: State: Zip:

Phone #: E-Mail:

SIGN CONTRACTOR INFORMATION: *Contractor must be registered with the City of Glenpool.

Company Name:

Contact Name:

Mailing Address: Suite #: City: State: Zip:

Phone #: E-Mail:

AUTHORIZATION:

- All signs must be constructed to the current adopted building codes and obtain related and required inspections.
- Installation of a sign does not bypass the Certificate of Occupancy requirements. If the Certificate of Occupancy cannot be approved, the sign may have to be removed.
- Any permit issued based upon false information or misrepresentation provided by the applicant may result in the sign(s) being removed and/or the permit will be null and void and/or subject to penalty as provided by law and ordinance.
- This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if work or construction is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that the proposed work is authorized by the owner of record and agree to conform to all applicable laws and ordinances.

Owner of Record Signature:

Date:

I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws and jurisdiction.

Applicant Signature:

Date:

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Projects with more than one proposed sign will need to submit a [page 2] for each proposed sign.

SUPPORTING DOCUMENTATION INFORMATION:

- A **site plan** must be submitted with the sign permit application showing the proposed number, construction material, surface and structural dimensions, and color of the proposed sign to be constructed or installed.
- A map showing the proposed location of each proposed promotional sign, including the spacing from other structures on the same lot must be submitted with the sign permit application.
- Proof of ownership or permission from the legal landowner of record must be submitted with the site plan, location map and application.
- Promotional signs will not be allowed on state or federal highway rights of way (U.S. Highway 75, State Highway 117, and State Highway 67) or their respective access roads.
- Neither the maximum height nor the maximum display area of a promotional sign shall exceed the height or display area of any ground sign or outdoor advertising sign permitted in the district where the proposed promotional sign is to be erected and displayed.
- Promotional signs shall not be permitted on the roof of any building.
- No promotional sign shall include illuminated digital, flashing, blinking, or scrolling signs that are illuminated from within.
- In no case shall any promotional sign permit be valid for more than a maximum of ninety (90) days, at which time the applicant may apply for a new permit under the same terms and conditions as the original application.
- All promotional/temporary signs shall be secured via fence posts, or stakes, that will adequately support/hold the sign so that the sign will not be damaged by excessive winds and weather conditions and will not detach. If the sign is damaged beyond repair, it will need to be replaced in a timely manner or removed.

SUBMITTAL PROCESS INFORMATION:

E-mail application submittal with all supporting documents in PDF format to: permit@cityofglenpool.com

Call 918-209-4610 to pay the \$25.00 application fee via Visa/MC.

Incomplete application packets will not be processed and will be returned to the applicant.

Processing may take up to 7 – 10 business days from date of proper submittal.

PROPOSED SIGN TYPE:

Choose One: ___ 30 Days (\$50.00 per sign) ___ 60 Days (\$100.00 per sign) ___ 90 Days (\$150.00 per sign)

Proposed Start Date: _____

DIMENSIONS:

Temporary Sign

A = _____ Sign Height, feet/inches

B = _____ Sign Length, feet/inches

C = _____ Sign Width, feet/inches

