



**TEMPORARY SIGN  
PERMIT  
APPLICATION**

Town of Avon  
6570 E. US Hwy 36  
Avon, Indiana 46123  
(317) 272-0948

Your completed temporary sign permit application **MUST** be accompanied by the following items:

- One (1) plan showing an elevation drawing of the proposed signage with height, width and depth dimensions
- A plot plan showing location of the right-of-way line or lines and the setback requirements of the adjoining highways, streets, alleys and easements
- A diagram depicting the number, exact location, size and other information identifying any proposed signage, as well as the locations of any existing signage.

**1. SIGN LOCATION INFORMATION**

Name of Business: \_\_\_\_\_ Address of Sign: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**3. COMPANY RESPONSIBLE FOR PLACEMENT OF THE SIGN**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**4. SIGN INFORMATION**

**A.** Type of Sign:

- Banner
- Ground Sign
- Other (Specify): \_\_\_\_\_

**B.** Faces of Sign:  Single or  Double

**C.** Dates Sign to be Displayed (15 day maximum): \_\_\_\_\_ to \_\_\_\_\_

**D.** Size of Sign

Height: \_\_\_\_\_ Width: \_\_\_\_\_

Overall Height from Grade: \_\_\_\_\_ Total Area: \_\_\_\_\_

**\*\* THIS APPLICATION MUST BE FILLED OUT COMPLETELY TO BE REVIEWED. PLEASE CALL WITH ANY QUESTIONS\*\***

**5. AFFIDAVIT OF APPLICANT (Read and Initial Each Item)**

1. I have provided one (1) plan showing an elevation drawing of the proposed signage with height, width and depth dimensions.
2. I have provided a site/plot plan showing the location of the right-of-way line(s) and the property lines, as well as the location of adjoining highways, streets, alleys and easements. \_\_\_\_\_
3. I have provided a diagram depicting the number, exact location, size and other information identifying any proposed signage.
4. Sign cannot be posted before a permit has been posted and the sign cannot continue if the building permit has been destroyed, lost, or stolen. A new permit must be posted. \_\_\_\_\_
5. The permit must be on-hand at the site of the business available for inspection, and must remain in place during the entire period of the display dates. \_\_\_\_\_
6. No temporary sign shall exceed 32 square feet per sign face. \_\_\_\_\_
7. No temporary sign shall have its own illumination source. \_\_\_\_\_
8. All temporary signs shall be properly secured from all corners. \_\_\_\_\_
9. No temporary signs may obstruct public walkways. \_\_\_\_\_
10. No temporary signs shall be located in the required setback or in the right-of-way of any public road. \_\_\_\_\_
11. Business may have temporary signage 4 times a calendar year for up to 15 days at a time. \_\_\_\_\_
12. Once a temporary sign permit has expired, a business shall not be permitted another such permit for thirty (30) days. \_\_\_\_\_
13. The expired signage must be removed within 24 hours or the applicant will be subject to enforcement procedures. \_\_\_\_\_
14. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without the intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application. \_\_\_\_\_

**6. APPLICANT INFORMATION (*I have read and agree with the above affidavit.*)**

\_\_\_\_\_  
(Applicant Name-Please Print)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant's Mailing Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Telephone Number)

**FOR OFFICE USE ONLY  
-DO NOT WRITE IN THIS SPACE-**

Sign Area: \_\_\_\_\_

Date Received: \_\_\_\_\_

Application:  Approved  Denied

Fee Paid: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

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**DISCLOSURE STATEMENT FOR ALL APPLICATIONS TO THE BUILDING COMMISSIONER, PLAN COMMISSION AND BOARD OF ZONING APPEALS**

In order to avoid any questions about conflicts of interest, all applicants for permits, and petitioners to the Plan Commission and the Board of Zoning Appeals must disclose any and all financial or business relationships between the applicant and any entity associated with the applicant and any person associated with the town of Avon, the Avon Town Council, the Avon Plan Commission and or the Avon Board of Zoning Appeals. If you are in doubt as to whether or not to disclose something you should resolve that doubt by disclosing it.

I \_\_\_\_\_, being duly sworn upon my oath state as follows:

**Strike inapplicable provision**

1. A. I am the applicant for a temporary sign permit

OR

B. I represent the applicant \_\_\_\_\_ (insert name of applicant) for a temporary sign permit

2. To the best of my knowledge the applicant named above has no financial agreements, or contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission except:

**Strike inapplicable provision**

A. None

OR

B. List any and all contracts, arrangements or financial agreements, and all entities to such contracts arrangements or financial agreements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm under the penalties of perjury that the foregoing is correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Required)