



## TEMPORARY SIGN PERMIT PROCEDURES

1. Submit completed Temporary Sign Permit application as well as two (2) copies of color pictures of the sign. The application must also be accompanied by a letter of approval from the property owner/lessor or a signature from the property owner/lessor on the attached application. The non-refundable fee of \$20.00 for a temporary sign must accompany the application.

**If the application is not completed in its entirety and the required color pictures do not contain all of the information, the application will be deemed incomplete and will be returned.**

2. The Code Enforcement Officer will review the proposed sign. When this review has been completed, City staff will notify the applicant. In the event the proposed sign does not comply with City ordinance, the application will not be approved.
3. All questions should be directed to the Department of Public Works by calling the Code Enforcement Officer at 314-729-4837.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Temporary Sign Permit Application

Application Fee \$20.00 (Cash or check due at time of application-non-refundable) Application Date: \_\_\_\_\_

ADDRESS OF SIGN: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Company Name and Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Style of Sign: Wall \_\_\_ Ground \_\_\_ Sandwich Board \_\_\_ Banner \_\_\_ Window \_\_\_ Pole \_\_\_ Flag \_\_\_ Other \_\_\_

Materials: \_\_\_\_\_ Location of sign: \_\_\_\_\_

Size of sign: \_\_\_\_\_ (Two color pictures of the sign are required with application.)

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ The owner hereby agrees to permit the City of Crestwood, through its agents, to enter on said real property for the purpose of removing said sign(s) as provided under the provisios of the Sign Ordinance of the City of Crestwood and waive and hold the City of Crestwood harmless from any damage to said real property and structure thereon occasioned by said removal.

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Office Use Only

Permit #: \_\_\_\_\_ Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Permit Expiration Date: (30 days): \_\_\_\_\_

Payment Section
Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_
Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_
Received By: \_\_\_\_\_