



**CITY OF NEWARK  
ENGINEERING & ZONING**

c/o Engineering Department

40 West Main Street

Newark, Ohio 43055

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**Request for Temporary Sign Approval Letter**

Business \_\_\_\_\_

Address/Sign Location \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Type and Size of Sign \_\_\_\_\_

Date of Sign Installation \_\_\_\_\_

All temporary signs must comply with Article 135.11 of the City of Newark Zoning Code 08-33, along with any other applicable state or local laws. The signs listed below require an Approval Letter through this office prior to sign installation.

**Portable, Promotional, and Banner Signs** are permitted for two thirty-day periods in a calendar year, with a minimum of ninety days between each period.

**Inflatable Structures** are permitted for two fourteen-day periods in a calendar year, with a minimum of ninety days between each period.

All Portable, Promotional, and Banner Signs must meet the following requirements as described in Article 135.11, Items 1 through 3...

- A. Must be removed within 30 days of placement.
- B. Must not exceed 6 square feet in area in any "R" District or 32 square feet in any "OBCI" District.
- C. Signs not exceeding 6 square feet in area must be placed at least 10 feet from the improved road surface. Any sign exceeding 6 square feet must be placed at least 20 feet from the improved road surface.
- D. Must not have flashing or moving lights or parts.
- E. Must not restrict traffic visibility.

Inflatable Structures are not permitted in any "R" District. The Inflatable Structure must be attached to the ground or a structure at a location such that should the inflated structure fall to the ground, it will not fall onto an improved road surface or public right-of-way. The Inflatable Structure must comply with the sign height limitation of the District in which it is placed, but the size of the structure is not limited.

Per Article 135.11 of the Zoning Code..."Upon written notification to the property owner, tenant or a representative of either party of the of the existence of any temporary sign not in compliance with this Code, the Zoning Inspector is hereby authorized to cause the removal of such temporary sign." Any Temporary Sign installed without an Approval Letter is not in compliance with this Code and may result in the temporary sign being removed by the Zoning Inspector.

<b>ZONING OFFICE USE:</b>	
DATE RECEIVED _____	
APPROVAL LETTER ISSUED ( Y / N ) _____	
REASON _____	
APP. LTR. NO. _____	RESPONSE SENT _____