



Temporary Sign – Registration Form

To apply online please visit our website at: www.miamitownship.com

Please complete the following form and submit all requested material with your application. Materials submitted will be retained for the public record on this property. Applicants are encouraged to retain a copy for their own records. Once a *complete* application is submitted, approvals may take up to two weeks. Incomplete or inaccurate applications may cause delays in processing.

In addition to this fully completed application, please provide full resolution digital copies of any required plans OR (2) copies of paper plans (11x17 preferred) that illustrate the placement, length, width, height, square footage and elevations of the temporary sign.

Property Information		
PROPERTY ADDRESS:	PARCEL NUMBER (REQUIRED IF NO ADDRESS)	
Applicant and Owner Information		
APPLICANT NAME	APPLICANT ADDRESS	APPLICANT PHONE
OWNER NAME	OWNER ADDRESS	OWNER PHONE
Preferred Method of Contact		
PREFERRED CONTACT FOR QUESTIONS OR PICKUP: <input type="checkbox"/> APPLICANT <input type="checkbox"/> EMAIL <input type="checkbox"/> OWNER <input type="checkbox"/> PHONE	APPLICANT EMAIL:	
	OWNER EMAIL:	

Temporary Sign Information

Please note, ALL the following information MUST also be clearly described on the accompanying sign drawings, plot plans, and elevation drawings. Temporary Signs must be less than 100 square feet. Please use the sign codes below that correspond to the type of sign to be installed.

(FS) Free Standing or Pole Sign, (WL) Wall Sign, (WD) Window Sign, (ET) Electronic or LED, (OT) Other

TYPE OF SIGN USE SIGN CODE:	LENGTH:	WIDTH:	HEIGHT:	SQ FT AREA OF SIGN:	ELEVATION:

Temporary signs larger than 32 (thirty-two) square feet are required to be registered with Miami Township per Article 41, Section 4101.01C of the Miami Township Zoning Resolution and shall abide by all provisions of said resolution.

No sign larger than 32 square feet may be displayed more than once every 6 (six) months and commercial messages may only be displayed if specifically permitted under Article 41. Temporary signs in office, business, or industrial districts may not exceed 6 (six) feet in height when free-standing nor 20 (twenty) feet when displayed on a permitted building wall and must be setback at least 15 (fifteen) feet from the road right of way, other districts see Article 41.

DATE SIGN IS TO BE INSTALLED:	DATE SIGN IS TO BE REMOVED:
(*Must be removed no later than 30 days from this date.) _____/_____/_____	_____/_____/_____

I have read and understand the requirements listed above and certify that said sign will be installed no earlier than the date listed above and shall be removed no later than 30 days after the installation date noted on this form.

APPLICANT'S PRINTED NAME:	APPLICANT'S SIGNATURE:	DATE: