

## Temporary Sign/Use Application

The Village regulates temporary signs and requires a permit be issued before installing a temporary sign. Unless otherwise noted, temporary signs are typically approved for up to 15 days provided they meet applicable standards. The complete sign ordinance is available at [www.vofil.com](http://www.vofil.com) or in print at the Village Administration Building.

*It is important to recognize this form is an application for a permit, not a permit itself. After a complete application is filed, a Village employee will review the application and communicate with the contact named above to complete the permit process.*

### Applicant & General Information

Business or  
Organization Name : \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Name (if not the applicant): \_\_\_\_\_

Contact Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone #: \_\_\_\_\_  Cell  Business  Home

Alt. Phone #: \_\_\_\_\_  Cell  Business  Home

Contact E-Mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

**I am the:**  Property Owner  Business Owner  Civic Organization

### Type of Sign Proposed: *\*All sign applications must include a sketch or document describing the proposed sign*

- Banner (Limit one affixed to building, 4' Max Height, 24 sq. ft. Max Area)
- Garage Sale (Village-issued signs only, Limit three, Install/Remove within one day of sale, Sale limited to 8am-7pm and no sales during Fall Fest)
- Portable /A-Frame - Non Civic Organization (Limit one, 4' Max Height, 16 sq. ft. Max Area. Permit not required in Historic District (H-1))
- Contractor (\$30) (Com/Ind Districts Only, Limit one per roadway, 25' Setback, 6'-8' Max Ht., 32 sq. ft. Max Area, remove within 1 week of occupancy)
- Development (\$30) (Limit one per roadway, 5' Setback, 8' Max Height, 50 sq. ft. Max Area, Two-year time limitation)

### Civic Organizations Only: Type of Sign & Approved Temporary Sign Locations

- Civic Organization Portable /A-Frame (4' Max Height, 16 sq. ft. Max Area, Identify locations from the list below)
- Nebraska Street & Route 45 (LaGrange Road)  Pfeiffer Road & Route 30 (Lincoln Highway)
- Old Frankfort Way & Route 45 (LaGrange Road)  Laraway Road & Center Road
- Colorado Avenue and Route 45 (LaGrange Road)  East Outlot Entrance of Frankfort Crossings on Route 30 (Lincoln Highway)

### I Request a Temporary Sign Permit for the Property At:

Address or Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ and if applicable, Start Time:  am  pm End Time:  am  pm

### Design, Size & Content of Proposed Sign or Banner (or attach document):

My sign contractor is: \_\_\_\_\_

The sign is made of (identify material(s)): \_\_\_\_\_

**NOTE: Please see signature section on the back of this form**

## Temporary Use of Private Property

(Complete this section to request permission for the temporary use of the property identified above)

Frankfort recognizes businesses or other organizations may desire to locate temporary facilities on their private property to host special events or complete a move. Therefore the Village regulates the temporary use of property and requires a permit be issued before locating facilities or using certain areas on a temporary basis. Inspections are required to ensure temporary facilities meet applicable safety standards and thwart other potential hazards before the facility is put to use.

- Non-Residential Tent (Limit 7 days, identify size, location and entrances/exits, provide flame-spread rating, electricity/lighting?, floor plan)
- Storage Container (\$90 for Non-Residential; Limit one for 30 days residential, Limit three for 90 days commercial/industrial with approved site plan)
- Special Event: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Describe: \_\_\_\_\_
- Other: \_\_\_\_\_

## For Fall Fest and/or Bluegrass Fest Use ONLY

- Balustrade (Fall Fest & Bluegrass Fest Qualified Applicants Only).**  
Identify the area for alcohol sales to be enclosed, physical barriers and their height, type of enclosure, entrances/exits, security measures
- Fall Fest Outdoor Sales Area (Fall Fest Qualified Applicants Only).** For businesses outside the Fall Fest footprint only.  
Identify the area to be used; sales restricted to items normally sold at the business)

**Layout for Fall Fest and/or Bluegrass Fest (or attach document) :**

## Required Attachments & Fee (Applications without required attachments will not be reviewed)

- 1. Site Plan or other dimensioned diagram identifying the location of the proposed temporary sign and/or activity.  
*Not required for civic organizations*
- 2. **Temporary Sign Only:** Illustration or photograph of proposed temporary sign with dimensions and materials identified.
- 3. **Balustrade Only:** Certificate of Insurance naming the Village of Frankfort as additional insured.  
\$1M per occurrence and \$2M aggregate for general liability.
- 4. \$15 Sign Fee (no charge for civic organizations); Balustrade License Fee \$30

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

### Office Use Only

- Approved
  - Denied
- By: \_\_\_\_\_ Date: \_\_\_\_\_
- Fee Paid: \_\_\_\_\_ Applicant Advised: \_\_\_\_\_
- Conditions/Notes: \_\_\_\_\_