



7619 Memphis Avenue, Brooklyn, OH 44144
Phone 216-351-2133 Fax 216-351-5800

TEMPORARY SIGN PERMIT

- A sign of any type (other than project construction, real estate or political) intended to announce special events, promotions or sales.
- They shall be displayed only for the duration of the special event or sale, or for a period not to exceed 15 days, whichever is less.
- Each establishment shall only display signs, banners, pennants or flags for one such special event or sale each 120 days.
- Portable and other freestanding temporary signs shall only be permitted pursuant to Section 1129.03 when placed a minimum of 20 feet from any right-of-way line, and in no case shall such signs be placed on a right-of-way.

SITE ADDRESS: _____

PP#: _____

PROPERTY OWNER NAME: _____

PROPERTY OWNERS PHONE #: _____

APPLICANTS NAME: _____

APPLICANTS PHONE NUMBER: _____

SQ. FOOTAGE OF SIGN: _____

EVENT DATE: _____

DATES SIGN TO BE UP AND TAKEN DOWN: _____

USE: Commercial or Residential

APPLICANTS SIGNATURE: _____

Property Owner sign off

_____ (name of Entity or person) owner of the real property located
at _____ (street address) in the City of Brooklyn do
hereby acknowledge that I have reviewed the temporary sign plans submitted to the City
of Brooklyn by _____ (name of entity or person) which proposes to
install a sign on my property and hereby consent and approval of the installation.

Signature of Property Owner

**Please include a site plans with location of sign marked
and a photo rendering of the sign.**

Email completed form with required documents to: dneal@brooklynohio.gov