Temporary Sign Permits can be issued; Not to exceed four (4) occasions/events per calendar year, for up to thirty (30) day periods, not running concurrently.

Old Town Historic District may use one (1) A frame/sandwich board sign at any time without a permit.

Temporary Signage Application

$50.00 nonrefundable

5490 Fifth Street **Ph: 636-498-6565**
Cottleville, Missouri **Fx: 636-498-6575**

Temporary Sign/Banner/Cold Air Balloon/Ground Flag Application

A temporary sign permit must first be submitted and approved by the City Administrator. No one shall erect signage on the public right-of-way, nor City Property, nor public utility poles, nor traffic sign/signal/device. Your sign(s) must be secured & maintained. Failure to comply may result in the removal/disposal of your sign(s). All temporary sign(s) shall be located on the site of the subject business or event being advertised, ***One sign per street address*** – if applicable, one per public street frontage.

- Application Fee: Please include fifty dollars ($50) payable to "City of Cottleville".
- What number of Temporary Signage is this for this calendar year? ☐First ☐Second ☐Third ☐Fourth

Please Print Clearly DATE: _____

BUSINESS / ORGANIZATION NAME: _____

APPLICANT NAME: _____

BUSINESS PHONE #: _____ MOBILE NUMBER: _____

EMAIL ADDRESS: _____ FAX NUMBER: _____

PROPERTY ADDRESS _____

Description of the proposed sign including verbiage and size – temporary signage in residential zoning districts shall not exceed six (6) square feet; and temporary signs in all other zoning districts shall not exceed thirty-two (32) square feet.

(/ /) thru (/ /) _____

Dates the Sign(s) will be posted **Number of Days Exhausted without permit**

X _____ _____

Signature of Applicant & Title **Print Name**

Cottleville Office Use								
Date Application Received					Check No:			
Fee Receipt No:					Date License Issued:			
Total Amount Paid:					Notes:			

X _____ _____

CITY ADMINISTRATOR SIGNATURE DATE

☐ APPROVED ☐ NOT APPROVED