



Town of Kitty Hawk

Temporary Sign & Banner Application

Business Name: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ **Cell** _____

Type: Temporary

Banner

Temporary sign:

Any sign that is used only temporarily and is not approved for permanent installation and use.

Banner:

Any piece of cloth, lightweight fabric or other similar material bearing a design, motto, slogan or message, whether commercial or noncommercial.

Location:

A temporary sign or banner must be located on the same lot as the business being advertised and cannot be located within public rights-of-way. A temporary sign may only be attached to a building. A banner may be attached to a building, or freestanding.

Size:

A temporary sign or banner shall not exceed 36 sq ft in size.

Number:

Up to two temporary sign or banner permits can be issued for each business on the same property during a twelve-month period. Only one temporary sign or banner can be displayed at a time.

Your Signature below is evidence that you have read and understand the following:

1. This approval must be kept on the premises where the sign is located and must be available for inspection upon the request of the Codes Enforcement Officer.
2. No sign can be displayed pursuant to this written approval except the sign described herein.
3. The sign described in this approval cannot be moved, modified, changed, or altered in any way without the prior approval of the Town of Kitty Hawk.
4. The Town can revoke the approval if any of the above requirements are violated. In addition, it is a misdemeanor to display a sign while the approval has been revoked or without Town approval.
5. To reinstate a revoked approval, the violation must be corrected, and another sign application fee must be paid to the Town. After an inspection of the premises to confirm the violation has been corrected, approval may be reinstated.

Applicant Signature: _____

Date: _____

Costs:

\$25.00 (fee) per permit term+ \$50.00 (deposit)

Deposit returned if banner/temporary sign removed on time.

***All checks can be made payable to the Town of Kitty Hawk. Payment should be submitted along with an application.**