

APPLICATION FORM

**TEMPORARY ADVERTISING DISPLAY PERMIT  
BOONE COUNTY PLANNING COMMISSION**

See Boone County Zoning Regulations)

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

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Location of Advertisement: \_\_\_\_\_

\_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_

Description of Request: \_\_\_\_\_

(Size and Type) \_\_\_\_\_

Requested Starting Date: \_\_\_\_\_ Requested Ending Date: \_\_\_\_\_

**I, the undersigned, understand and agree that the above described advertisement will be removed no later than the expiration date shown on the approved Temporary Advertising Display Permit.**

Applicants Signature: \_\_\_\_\_

Applicants Name (Please Print): \_\_\_\_\_

**Boone County Planning Commission  
Boone County Administration Building  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, KY 41005  
(859) 334-2196 - Phone  
(859) 334-2264 - Fax  
plancom@boonecountyky.org - E-mail  
www.boonecountyky.org - Web Page**

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*FOR PLANNING COMMISSION USE ONLY*

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Staff: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Denied Date: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

(over)

# **CHECKLIST FOR TEMPORARY ADVERTISING DISPLAY PERMIT**

## **SECTION 3420**

### **Temporary Advertising Display Permits**

Temporary devices utilized for advertising or attracting attention to a permitted use in Commercial or, Employment and Recreation zoning districts, when not part of a sign, shall be permitted only under the following rules and procedures:

1. A Temporary Advertising Permit shall be obtained prior to the placement, out of doors, of any combination of banners, poster, pennants, flags, ribbons, streamers, spinners, or other similar moving devices, as well as strings of lights or spot lights. The procedure for obtaining a Temporary Advertising Display Permit shall be the same as the procedure for obtaining a Sign Permit as outlined in Section 3405 except for Temporary Advertising Display Permits must contain the dates the advertising devices will be utilized.
2. Any Temporary Advertising Display shall meet all other safety and setback requirements of Article 34.
3. A Temporary Advertising Display permit shall allow the use of temporary advertising devices for any establishment for a maximum of fourteen (14) days. Any establishment shall be allowed up to five (5) Temporary Advertising Display Permits in any one calendar year.
4. A fee for Temporary Advertising Display permits shall be as set by the Planning Commission in its Schedule of Fees. The Planning Commission shall have the authority to charge a higher fee for such permits in the event that such displays are installed or used before the issuance of a permit. This higher fee must be directly related to any increased administrative costs associated with the permit's issuance.

**\*\*\*\*Current Fee \$45 per 14 days\*\*\*\***

5. Temporary Advertising Displays shall not be permitted in any public right-of-way and shall not be attached to any public structure including, but not limited to, telephone poles, fire hydrants, and street signs.
6. Temporary Advertising Displays must meet all other safety and setback requirements and performance standards of these regulations.
7. Temporary Advertising Display permits can only be issued at the address where the business is operating.
8. Freestanding signs or banners which are permitted under a Temporary Advertising Display permit shall not exceed 10 feet in height or 100 square feet in area.
9. Balloons or other inflatable devices larger than 18 inches across which are permitted under a Temporary Advertising Display permit must be cold air only and must be placed on the ground and not on a structure or vehicle (refer to Section 3402, #3). Hot air balloons, spot lights or search lights are not permissible (refer to Section 3408, #7).

### ***THE FOLLOWING MUST BE INCLUDED AS PART OF THE PERMIT APPLICATION FOR A TEMPORARY ADVERTISING DISPLAY PERMIT:***

1. Application for Zoning Action completed in full.
2. A written description of the proposed advertising devices, including type of devices, any supporting structures, method of illumination (if any), and construction materials to be used.
3. A sketch map of the property on which the devices are to be placed showing existing structures, rights-of-way lines, and proposed location of the devices.
4. A drawing of the proposed devices, if necessary, showing display area dimensions, height of device from grade to bottom and top of device and information to be conveyed on device.

Upon receipt of a full and complete application for a Temporary Advertising Display permit, the Zoning Administrator shall issue a permit or notify the applicant of any non-conformance with the provisions of this article within fourteen (14) days.

The Zoning Administrator shall maintain a file of all applications for Temporary Advertising Display Permits.