

City of Manchester  
 14318 Manchester Road  
 Manchester, MO 63011  
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 pandz@manchestermo.gov



# Temporary Sign Application

**BUSINESS ADDRESS:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**REQUIREMENTS:**

1. Completed application form.
2. Rendering or image of proposed signage, including dimensions.
3. Site Plan or map indicating location of temporary sign placement.
4. Payment of \$25 processing fee.

**Guidelines (See Manchester Code Section 405.320.N)**

- Temporary signs may not exceed 32 sq. ft. in size.
- Temporary signs may be used a maximum of 60 days per calendar year.
- 60 days may be divided into 2/30 day periods, 3/20 day periods or 4/15 day periods.
- Each period of temporary signage requires a new permit. Must have 45 days between permits.
- Grand Opening Sign/Banner is for new businesses only and will receive 30 days for this event. (This is in addition to the 60 days a year the business is allowed.)
- A sales/temporary sign may be combined with a temporary tent permit. (Separate application form required)
- The use of stringer lights, streamers, pennant flags, balloons, or livings signs are strictly prohibited.
- No signage may be placed in the right-of-way of any street or roadway.
- This application must be submitted at least fourteen (14) days in advance of posting signage

<b>Describe Sales Event:</b>	<input type="checkbox"/> Grand Opening (New Bus. Only – max 30 days) <input type="checkbox"/> Other _____
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<b>Dimensions of Signage:</b>	
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<b>TEMP SIGN: Dates of Event:</b> (Not to exceed 60 days/yr.)	Start Date: _____ <input type="checkbox"/> 15 days <input type="checkbox"/> 20 days <input type="checkbox"/> 30 days
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I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Name Printed: \_\_\_\_\_

**FOR OFFICE USE ONLY BELOW**

Signage Must Be Removed By: \_\_\_\_\_ City of Manchester Permit #: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Planning, Zoning and Economic Development

<b>Zoning Fees</b>	Fee paid on: _____	Amount: _____
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