

TOWN OF COLLIERVILLE

Frequently Asked Questions about Temporary Signs in Commercial Areas

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What is a temporary sign? A sign that is intended for temporary use and a limited period, as allowed by the zoning ordinance. Temporary signs often found in commercial areas include, but are not limited to: sale promotional, special event signs, posters, banners, builder signs, grand opening signs, etc.

Are temporary signs allowed? Yes. Please note that temporary signs (except for real estate or political signs) in commercial areas require sign permits in almost all cases. Contact the Planning Division for a Temporary Sign Permit Application.

- There is a limit of 1 temporary sign per business.
- A business is limited to 60 days per calendar year for Temporary Signage (excluding real estate or political signs).

Obsolete, illegal, or clearly abandoned signs are considered a nuisance and the Town may remove them.

What are the restrictions on temporary signs attached to the outside of a building?

- They cannot be larger than 32 square feet.
- Signs should be securely affixed to the building.

What are the restrictions on temporary signs installed in/on the ground?

- Cannot be larger than 32 square feet per side (double face signs are allowed).
- Can be no more than 6 feet tall
- Minimum setback for temporary signs in all non-residential zoning districts is as follows from the back of curb, or outside of the right of way, whichever is farther:
 - Signs 20 to 32 Square Feet:** 30 feet
 - Signs 7 to 19 Square Feet:** 20 feet
 - Signs 6 Square Feet or Less:** 10 feet
- For multiple tenant buildings/shopping centers, multiple temporary ground signs are not appropriate. Because of this:
 - temporary signs must be attached to the leased space of the building; and
 - a shopping center may have one (1) temporary sign representing the entire center.
- Signs should be securely affixed to the ground or otherwise affixed in a permanent manner to an approved supporting structure.
- Temporary signs cannot be within the public "right-of-way" for a road. For the purpose of temporary signs, right-of-way is considered to extend a minimum of ten feet from the edge of the pavement of a road, or the dedicated right-of-way boundary, whichever is farther.
- Sandwich board-type signs are considered permanent ground signs and require a permit. Sandwich board-type signs shall be constructed of metal or wood. Wood signs shall be constructed of medium density overlay

(MDO) or a similar quality material, not grained plywood. The edges shall be covered with molding. Erasable slate chalk boards are allowed.

What are the restrictions on temporary signs inside of a building? Temporary window signs inside a building are popular as they do not need a permit, but still must meet certain zoning requirements:

- They are not included in the limit of 1 temporary sign per business and do not count against the 60 days of temporary signage per year.
- Signs, whether temporary or permanent, shall not exceed 15 percent of the aggregate window and door area of the side of the building.
- Window signage may be painted on the interior of the window with easily removable paint, constructed of vinyl, paper, cloth, or other like material.
- Signs internal to a building set back more than 10 feet from a window are exempt from the sign ordinance.

Can I use handheld signs? Yes, but please consider safety. as handheld signs displayed within the public right-of-way can distract motorists or put sign holders too close to moving cars. Collierville has a prohibition on handheld signs displayed within the public right-of-way. For the purpose of regulating handheld signs, right-of-way is considered to extend a minimum of 10 feet from the edge of the pavement of the road, or to the dedicated right-of-way boundary, whichever is farther. In short, please hold signs at least 10 feet behind a curb of a road for safety. Permits are not required for handheld signs.

Other Types of Signs: The following types of temporary signs are typically regulated differently than described herein for commercial areas. Contact the Planning Division at 901-457-2360 if you plan on using the following and need to know the applicable regulations or permitting processes:

- Permanent Signage
- Political Signs
- Real Estate Signs
- Special Event Signage
- Sandwich Board-type Signs
- Temporary Signs in Residential Areas or on Church Property
- Flags
- Temporary Construction Zone Signs
- Development-In-Progress Signs (Subdivisions and/or commercial buildings under construction)
- Small Signs (occupy a total area of one square foot or less)
- Signs not Visible from the Public Right-of-Way