

**TOWN OF COLLIERVILLE**  
**Temporary Sign Permit**  
**Application**

Department of Development  
 500 Poplar View Pkwy  
 Collierville, TN 38017

Telephone: (901) 457-2300  
 Fax: (901) 457-2354  
 Website: www.collierville.tn.gov



**PERMIT NUMBER:** (STAFF USE ONLY) \_\_\_\_\_ **Review Fee: \$50.00** (Checks made payable to "Town of Collierville")

**PLEASE PRINT - Incomplete sign permit submittals will be returned to the applicant!**

**STAFF USE ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved    \_\_\_\_ Conditionally Approved (see below or attached)    \_\_\_\_ Disapproved (see below or attached)

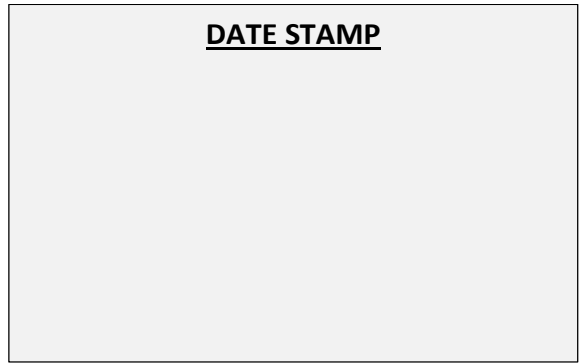
Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE STAMP**



Business Name: \_\_\_\_\_ Business Owner: \_\_\_\_\_

**Physical Address of SIGN(S):** Address: \_\_\_\_\_ City: **Collierville**    **Germantown**

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Zoning:      Commercial      Industrial      Office      Residential      Historic District

Installing Sign Company Name: \_\_\_\_\_ Contractor Code # \_\_\_\_\_

Contact: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Sign Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Sign permits can be submitted to the Planning Division at Town Hall or online through the Permit & Application Center. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> To avoid coming into Town Hall, feel free to use the green "Development Department Dropbox" on the east side of Town Hall next to the Codes Division entrance.

Total Sign Area\*: \_\_\_\_\_ square feet      Sign Dimensions \_\_\_\_\_ feet by \_\_\_\_\_ feet Height For  
 Ground-Mounted Signs (measured from highest point above surrounding grade) \_\_\_\_\_ feet

Height For Wall-Mounted Signs (measured from highest point above surrounding grade) \_\_\_\_\_ feet

\* The maximum size allowed for a temporary sign is 32 square feet. See §§151.170 through 151.183 of the Zoning Ordinance.

SIGN TYPE:	MATERIAL:	LOCATION:	DURATION:
<input type="checkbox"/> Banner <input type="checkbox"/> Ground Sign <input type="checkbox"/> Development-in-Progress <input type="checkbox"/> Construction Sign <input type="checkbox"/> Other: _____  	<input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Canvas <input type="checkbox"/> Other: _____  	<input type="checkbox"/> Attached to Building (provide rendering) <input type="checkbox"/> Adjacent to Building (provide site layout showing sign location) <input type="checkbox"/> Front Yard (provide site layout showing sign location properly installed) <input type="checkbox"/> Setback from Curb: _____ feet <input type="checkbox"/> Other: _____  	<b>Requested:</b>  From: To: <input type="checkbox"/> Check here if the site is adjacent to a Town or State road widening project and you are requesting that the sign remain more than 60 days. <small>* A business is allowed no more than 60 days total for temporary signage. This can be 60 consecutive days or split among multiple times a year. For more details see §§151.170 through 151.183 of the Zoning Ordinance.</small>
<b>Sign Content/Logo</b> (Sketch the sign design in box right labeling dimensions)  Check this box if graphic (picture or drawing) of the sign or a site layout is attached to this application			

**Application will not be processed until all of the following boxes are checked to acknowledge completion and owner/applicant signatures are provided:**

- Completed Temporary Sign Permit Application Form** - Complete this entire sign permit application form in detail. A separate application is required for each proposed temporary sign.
- Authority to Submit Application** - The property owner, and applicant, if different from the property owner, must sign the application.
- Review Fee** – The cost of a temporary sign requiring a permit is **\$50.00**. This fee is payable by cash, check, or credit card (credit card payments online will incur a 3.25% service fee). Checks shall be made payable to “Town of Collierville.” The review fee must be submitted **with** the sign permit form. There is no charge for the actual sign permit once the review is complete. There is NO FEE for a temporary sign that requires NO PERMIT.
- Additional information** - Provide details of any other pertinent information as required by any Planned Development Outline Plan. The staff may request additional information (product/color samples, additional details, etc.) to facilitate the review of the application. Signs shall not be installed until the permit has been issued. A penalty fee will be charged if installed prior to issuance of permit. Owners and sign companies should know that constructing a sign before the permit has been issued is at their own risk and could result in avoidable costs if the sign does not meet the Town’s sign ordinance.

**I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO FILE A SIGN PERMIT APPLICATION FOR THIS PROPERTY AND ALL INFORMATION ON THIS APPLICATION IS CORRECT.** In making an application for a sign permit, the information given is, to the best of my knowledge, true and accurate. It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention, which might, if known, cause a denial of this application, or any alteration or change in plans is made without the permission of the Department of Development Services subsequent to the issuance of the sign permit, and such shall constitute grounds for revocation and nullification of such permit and the removal of any sign that has been erected. I understand that issuance of a permit SHALL NOT be held to allow, or to be an approval of, the violation of any provision of Town and/or County Ordinances.

**Owner of the property:** \_\_\_\_\_ **AND** **Applicant, if different from the property owner:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_