

**Understanding
Regulations for City of Bowling Green
Temporary Signs**
(Section 4.6.8.F of the Planning Commission Zoning Ordinance)

Application and Permits for On-Premise Signs

- ***All Permanent Sign restrictions and exceptions are the same and will be enforced as presented in the Sign ordinance.***

- ***All permanent and temporary on-premise signs shall require a permit.***
 - Sign Permits can be obtained from the Permits and Inspections Division of Housing and Community Development Department located at 1017 College St.
 - Permanent sign permits will require a review process before issuance. Cost is \$73.00 per permanent sign.

- ***Revisions in the Temporary Sign section of the ordinance:***
 - Temporary sign permits will be issued on the same day as filed with the division.
 - Cost is \$25.00 per temporary sign and the permit is good for 30 days; renewable up to a maximum of 120 days at a cost of \$25.00 per sign per 30 day period.
 - If the temporary sign should reach the maximum of 120 days the sign is to be retired from display.
 - A new and different Temporary sign may be permitted and displayed if the company so desires. This will start the 120 day process over at \$25.00 per sign renewable every 30 days per sign.
 - All Temporary signs will be inspected for proper placement, size and visibility by the Sign Compliance Officer.
 - The Sign Compliance Officer will place a City of Bowling Green Approval seal on each sign displayed. This seal will be cross-referenced with the Temporary permit to track placement and expiration.
 - No Temporary Commercial for Profit Signs will be allowed in the Right-of Way.
 - Temporary signs shall not be erected to obstruct free and clear vision of an intersection and/or traffic signals.
 - All freestanding Temporary signs shall be set back a minimum of 20 feet from the edge of pavement. If the principal structure is located less than 20 feet from the edge of pavement, the sign shall be affixed to the flat surface of the building.
 - Eye catchers (Flags, wind machines, streamers, windmills, whirly-birds and other moving objects), to promote a commercial interest is required to get a temporary permit for each object.

- Temporary signs that are attached directly to the building of a business that has on file with the City of Bowling Green a permanent wall sign permit will be allowed to display the temporary sign without a temporary sign permit.
- Exception: if the total of all signs, permanent and temporary, on the face of the building exceed the Sign Standards Summary Table for the zoning district then the coverage will have to be reduced to the legal limit. See the Sign Standards Summary Table.
- No signs, Permanent or Temporary, will be allowed to extend above the roof line of the building.
- Exception: Grandfathered signs erected prior to July 1, 2009, date of the amended sign ordinance.
- Real Estate and Auction signs are exempt from permitting.
- Temporary off-premise Real Estate signs used as directional signs may be allowed for a period not to exceed 30 days prior to sale or auction date.

This sign type is an off-premise Auction signs that give direction to the auction sale and the date of the auction sale.

- All Real Estate signs other than an Auction sign shall be limited to on-site signs where property is for sale. This type of sign shall not exceed 32 square feet in sign area and no larger than 7 feet in height.
- Real Estate signs not bearing an address or date of sale are allowed to be posted on the property being sold and in the adjacent Right-of-Way as long as the visibility of traffic is not obscured.
- Portable signs (signs with no permanent attachment to a building or the ground, including but not limited to, A-frame signs, pole attachments, searchlights, and stands) on wheels or freestanding, shall not be allowed permanently on any site; Portable signs must obtain a temporary sign permit.
- Portable signs are prohibited from renewal of the temporary sign permit after the 120 day limit in a calendar year.
- Temporary Signs on or attached to utility poles or trees, shrubs, or plants are prohibited except that approved community banners may be attached to utility poles.
- Product labels or product signs attached to or adjacent to the product are exempt from temporary sign permitting.
- Central Business district: Sidewalk temporary signs will have to be approved by the City Commission on individual basis and for the period to be displayed.