

GUIDELINES: TEMPORARY SIGNAGE

Any sign intended for a limited or intermittent period of display. Signs are not permanently affixed to the ground, are mobile or easily moved, placed, held up or tied to a structure. Supports for temporary signs are poles, braces, or ropes/wires. Detailed information can be found in the Municipal Code under Article XII.

Regulations:

- Temporary signs must be on-premise (located on the property in which they advertise for). Signs are not allowed in the City right-of-way and shall not be attached to utility poles or other traffic control devices. Signs are regulated by zoning districts.
- In non-residential districts, temporary signs are regulated by Section 405.1270 Special Use Signage, Letter B, #1 which indicates no more than two temporary signs, as identified, may be approved by the Planning Division at any one time. This permit is valid for a 30-day or 90-day time period. City Standards will allow a business to use temporary signs not to exceed 240 days in a calendar year.
- The maximum area of a temporary sign is 32 square feet, except for balloons for promotional events. Use of a temporary sign beyond 32 square feet may only be permitted by the Planning & Zoning Commission. Please see Section 405.1270 Letter B for all specific standards.

Types:

- Banners, pennants and balloons.
- Signs announcing openings.
- Seasonal/special occasions such as special events & special business hours;
- Plastic portable sign structures.
- Portable metal A-frame, pole sign structures, & signs not affixed to the ground.
- All other temporary signs not specifically referenced in this flyer.

How to Apply for a Temporary Sign Permit:

- Create an account or log in at www.wentzvillemo.gov/CustomerPortal.
- Select: Planning Applications, Temporary Sign Permit.
- Upload Plans with: Sign Message, Color/Graphics, Size Specifications, Construction Method & How Attached: Building/Ground.
- Upload Written Consent of Property Owner.
- Upload Site Plan with precise location of the ground sign with respect to the public road right-of-way line which must be at least 10 feet from the right-of-way line.

No Fee

Questions?

Contact the Community Development Department

☎ (636) 639-2047

✉ CommunityDevelopment@wentzvillemo.gov

🖱 www.wentzvillemo.gov/CDD

