

DEFINITIONS & PROVISIONS

- ▶ A Temporary Sign is any sign not permanently attached to the ground, wall, or building, and intended to be displayed for a short and limited period of time.
- ▶ Project Identification Signs:
 - ▶ Such signs shall not exceed fifty (50) square feet in area referring to the construction, lease, hire or sale of a building, premise, or subdivision lot.
 - ▶ Such signs shall be limited to two (2) signs for each plat listed in any residential district and one (1) sign for each lot listed in any commercial or industrial district.
 - ▶ The minimum setback required of such sign shall be five (5) feet from the property line.
 - ▶ Such sign shall be removed as soon as the premises are sold or leased or construction has been completed.
- ▶ Business Advertising, Opening and Closing
 - ▶ Banners, not exceeding 32 square feet, A-Frame signs, balloons, posters and signs advertising an opening or closing of a business subject to approval by the administrative official.
 - ▶ Such signs shall only remain in place for four (4) weeks and no more than one time per year per opening and closing.
 - ▶ The minimum setback requirement for such sign shall be five (5) feet from the property line.
- ▶ Business and Public Advertising, Special Events
 - ▶ Banners, not exceeding 32 square feet, A-Frame signs, balloons, posters and signs advertising a special event subject to approval by the administrative official.
 - ▶ Such signs may only remain in place for two (2) weeks and no more than four (4) times per year.
 - ▶ The minimum setback required of such sign shall be five (5) feet from the property line.
- ▶ Bag Signs
 - ▶ Such signs shall be permitted for businesses wishing to cover existing signage until the replacement sign is manufactured. Such sign shall be made of a canvas or cloth and may be displayed for a period no longer than forty five (45) days.



CONTACT INFO:

WAUKEE DEVELOPMENT SERVICES DEPARTMENT
230 W. HICKMAN ROAD
WAUKEE, IA 50263
PHONE: (515) 978-9533
FAX: (515) 987-1845

www.waukee.org/developmentservices.html

PERMITS

- ▶ A permit is required by the City of Waukee before the erection, construction, alteration, placing or locating of all signs.
- ▶ The price of a sign permit is \$15 base + \$0.25 per square foot.

PROCESS

- ▶ Obtain and fill out permit application from Development Services Department at Waukee City Hall or online at: www.waukee.org/buildpermits.html
- ▶ Submit a completed application with a copy of plans and specs; including details of size, location and proposed materials.
- ▶ After application and all required information has been turned, the Department has 12 days to review the application; excluding Sundays and holidays. You will be notified by telephone of approval and any remaining fees.
- ▶ Once the permit has been approved and paid, you may begin your project.