



**TEMPORARY SIGN APPLICATION**  
**BUILDING SERVICES**

**Check One and Provide Name**

- BANNER: \_\_\_\_\_
- GRAND OPENING: \_\_\_\_\_
- NEIGHBORHOOD EVENT (ex. Garage sales): \_\_\_\_\_
- NOT FOR PROFIT: \_\_\_\_\_
- CONSTRUCTION/DEVELOPMENT: \_\_\_\_\_
- OTHER: \_\_\_\_\_

**COORDINATOR/CONTACT NAME:** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**COORDINATOR/CONTACT ADDRESS:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**TYPE OF SIGN:** \_\_\_\_\_ BANNER                      **DATE(S) OF DISPLAY:** \_\_\_\_\_ **thru** \_\_\_\_\_  
    \_\_\_\_\_ PORTABLE  
    \_\_\_\_\_ OTHER Please Describe: \_\_\_\_\_

**DESCRIPTION OF SIGN:**

Total Square Footage of Sign \_\_\_\_\_                      Height \_\_\_\_\_ / Length \_\_\_\_\_ / Width \_\_\_\_\_  
 Type of Material: \_\_\_\_\_                      Color(s): \_\_\_\_\_

**EXACT WORDING OF SIGN (showing symbols, logos, etc):** \_\_\_\_\_

**LOCATIONS (list all streets & intersections, setbacks from street, properties, etc):** \_\_\_\_\_

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK WILL BE DONE IN COMPLIANCE WITH THE INFORMATION HEREIN SET FORTH AND IN COMPLIANCE WITH THE CITY OF KELLER CODES REGULATING SIGN REQUIREMENTS. I FURTHER UNDERSTAND IF THE SIGN IS INSTALLED INCORRECTLY I SHALL BE REQUIRED TO REMOVE AND REPLACE IT OR A CITATION WILL BE ISSUED.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RELEASED FOR DISPLAY BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_

Section 8.09 (E.5) Table 1 - Temporary Sign Regulations					
Type	Max. Size (in square feet)	Number permitted	Duration	Zoning	Additional Standards
Banners	24 sf	1 per building or lease space elevation	7 days	All	Allowed four times per calendar year. Banners must be attached to buildings.
Grand Opening	50 sf	No limit	30 days	All	Must use within 180 days of Certificate of Occupancy. Banners, pennants, flags, small balloons and yard signs may all be used.
Weekend Real Estate Directional Signs	4 sf	1 per intersection, 8 total per listing	5:00 pm Friday to 10:00 pm Sunday	All	Signs must be on private property and not in the ROW. No permit required.
Real Estate Directional Signs	4 sf	1 per intersection, 8 total per listing	8:00 am to 7:00 pm Monday-Friday	All	Signs must be on private property and not in the ROW. No permit required.
Yard Signs (for sale, garage sale, etc.)	8 sf	1 per lot	None specified	All Residential	No permit is required. The sign may not be illuminated. 1 may be located outside of gated subdivisions
Neighborhood Event Signs	24 sf	1 per neighborhood entrance	7 days	All Residential	Signs must be removed 24 hours after event. This permit may only be issued twice per calendar year per subdivision.
Residential Construction and Development Signs	32 sf and 8' tall	2	Until 80% of homes sold or apartments rented	All Residential	Signs may be located off-site if permission is granted from the property owner.
Searchlights	Not Applicable	1	72 hours	All Non-Residential	Allowed only in conjunction with a grand opening sign permit.
Inflatable Signs	50 sf	1	72 hours	All Non-Residential	Allowed only in conjunction with a grand opening sign permit.
Commercial Construction and Development Signs	32 sf and 8' tall	1	Until Certificate of Occupancy is issued	All Non-Residential	Sign may only be erected on undeveloped property or on property which is currently under development.
Portable Signs	50 sf	1 per intersection	7 days	All Non-Residential	Only allowed for non-profit institutions based in Keller to advertise events. Only allowed five permits per calendar year
Directional Signs	12 sf	12	7 days for annual events 1 day for more frequent events	All Non-Residential	Only allowed in conjunction with events open to the public. 3' max height. Allowed in ROW to direct people to events open to the public.

All temporary signs shall be made of professional materials including plastic, wood, metal, corrugated plastics. Temporary banner signs shall be made of cloth, plastic or other fabric-like flexible material.

All signs, including temporary signs, must be printed and professional in appearance. No handwritten or spray painted signs are allowed, except window signs may be hand painted or applied directly to the window using paints or similar media.

Signs shall be located a minimum of five feet (5') from the public right-of-way and shall comply with require visibility triangles.