



Monroe Development Department  
233 South Main Street, Monroe, Ohio 45050  
(513) 539-7374 x1020

## SIGNS - TEMPORARY

### Zoning Permit Requirements:

A Zoning Permit is required for some temporary signs. Please refer to **Section 1214.13: Temporary Signs** for more information.

If a Zoning Permit is required, complete a **Zoning Permit Application** and submit it to the Development Department with a site plan or recent aerial of the lot and the proposed location of the sign. A sketch or photo showing size, shape, dimensions, and color is also required. If a Zoning Permit is not required, the applicant must still comply with regulations for signs as detailed in section 1214.07. Please note that any sign over 6 feet in height may require Building Department approval.

Basic zoning rules applicable to temporary signs:

### Standards That Apply to all Temporary Signs

- No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured by any permanent means to any building, permanent sign, other structure, or improvement, or to the ground upon which it is erected, or protrude above the roof of a structure.
- Lighting shall be prohibited for temporary signs.
- Portable, temporary signs are permitted provided they are tied down to prevent damage to other structures or property and are not located on a wheeled or other transport chassis.
- No temporary sign shall be located in a right-of-way.

### Types of Temporary Signs

#### Temporary Signs for Development/Construction

One temporary, on-premise sign may be posted on the site where a development project or subdivision is under construction. The sign may be posted for 60 days prior to and throughout the duration of construction, and shall not exceed 32 square feet per side. The maximum permitted height is 6 feet. **A zoning permit is required.**

#### Temporary Signs for Special Events

One temporary, on-premise sign may be used announcing special events on-site and may be erected for a total of 30 days, and must be removed two weeks after the event. The sign shall not exceed 40 square feet. The maximum height permitted is 6 feet. **A zoning permit is required.**

#### Temporary Signs for Garage or Yard Sales

Temporary signs for garage or yard sales may be placed 24 hours in advance of the sale without a zoning permit and shall be removed immediately following the sale.

#### Temporary Signs on Properties for Lease or for Sale

Up to two temporary signs that contain a commercial message may be permitted on a lot without a zoning permit. Such signs shall be limited to 6 square feet and a maximum height of 5 feet.

A larger temporary lease or sale sign is allowed in a business district. **A zoning permit is required.**

#### Sandwich Boards

One sign not exceeding 2 feet in width and 3.5 feet in height is permitted for each business in the C-2 and C-3 districts.

*Applicants are reminded this handout does not serve as a substitute for any of the City of Monroe's adopted ordinances and is intended only as a guide.*