

Return Completed Form To:  
**Planning and Zoning**  
108 Sherman Street  
Deadwood, SD 57732



Questions Contact:  
**Planning and Zoning Dept.**  
(605) 578-2082 or  
leah@cityofdeadwood.com

Business License No \_\_\_\_\_

## APPLICATION FOR PORTABLE SIGN

**Application Fee: \$25.00**

**Annual License Fee: \$25.00 (due after approval of application)**

**Deadwood Portable Sign (due after approval of application): \$250.00 + tax**

**Applicants:** Application shall be submitted to the Planning and Zoning Office. Allow up to ten (10) business days for processing. All licenses expire at the end of the calendar year and must be renewed annually. Portable signs shall be obtained from the City of Deadwood upon approval.

Please read thoroughly prior to completing this form. Only complete applications will be considered for review.

Applicant: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name of Business: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Street Address of Portable Sign Location: \_\_\_\_\_

Contact Name, Phone Number and Email of Property Owner: \_\_\_\_\_

Please use the box below to indicate the intended location of the portable sign via written statement and/or drawing. Portable signs must be located at least twenty-five (25) feet from the nearest permitted sign per Ordinance 15.32.130(T)(5).

**Attach the following to the application:** *(incomplete applications will not be considered)*

1. Application Fee - \$25.00. Make checks payable to City of Deadwood.
2. Copy of general liability insurance with limit of \$1,000,000 per occurrence naming the City of Deadwood as an additional insured.

### NOTICE

I agree that any falsification, misstatements, or omissions, including those related to location, shall result in immediate revocation of this permit and removal of the portable sign. Permit holders agree to indemnify, defend and hold harmless the City of Deadwood, its employees and authorized representatives from and against any and all suits, claims, actions, legal and administrative proceedings, demands, liabilities, costs and expense including attorney's fees arising out of or in

**connection with permit holder's placement of any signs issued pursuant to this section upon their property.**

**Applicant signature:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

## **REQUIREMENTS FOR PORTABLE SIGNS**

- Portable Sign Applications need to be submitted to: City of Deadwood Zoning Office, 108 Sherman Street, Deadwood, South Dakota 57732, Phone: (605) 578-2082.
- Application must be accompanied by application fee and proof of general liability insurance. Fees must be paid by cash, cashier's check, money order or credit card.
- Portable signs shall be obtained from the City of Deadwood upon approval of a permit application.
- A permit application must be reviewed and approved by the Deadwood Sign Review Commission, per Ordinance 15.32.160.
- The permit fee shall be payable in advance for each sign. Sign permits run for a calendar year and expire on December 31 annually.
- Permit applicants shall provide a liability insurance certificate naming the City of Deadwood are additionally insured in an amount of not less than one million dollars (\$1,000,000).
- A maximum of one (1) portable sign is permitted per store front. Each portable sign must be located at least twenty-five (25) feet from the nearest permitted sign. If multiple businesses share a store front, only one portable sign may be issued.
- Portable signs shall be placed within 6" of the exterior wall of the building that obtained the sign and permit from the City of Deadwood.
- Portable signs may be displayed during business hours only and shall be removed at the close of business each day.
- No illumination, electronics, moving parts, balloons, streamers, pennants or similar adornments may be attached to a portable sign.
- Store front shall be defined as the façade or entryway on the ground floor or street level of a commercial building.
- Building shall be defined as a roofed independent free-standing structure usually enclosed within external walls or dividing walls that extend from the foundations to the roof and comprises on or more rooms or other space within which goods or services are being offered for sale.

**NOTE:**

**A portable sign that does not comply with the requirements of Ordinance 15.32.130(T) shall be removed immediately by City personnel without notice.**

OFFICE USE ONLY:

Date Received: \_\_\_\_\_  Approved – Permit No: \_\_\_\_\_  Denied – Reason: \_\_\_\_\_  
Planning & Zoning Official Signature: \_\_\_\_\_