

City of Chillicothe, Missouri
Engineering, Codes & Zoning Dept.
921 Jackson St., Chillicothe, MO 64601
Ph: 660/646-5636 Fax 660/646-1593

MEMO

Date: July 30, 2010

To: Lindy Chapman, Chillicothe Chamber of Commerce

From: Ron Urton P.E., Chillicothe City Engineer

Re: Temporary Signs

This memo is to clarify some confusion about temporary signs for community service activities.

- 1) Groups that may display temporary signs without permits;
 - Not-for-profit, ie Chamber of Commerce, Main St., Area Arts Council
 - Community service groups, ie Kiwanis, Lions, Rotary, YMCA
 - Charity fund raisers
 - Other non-business groups, ie Blood drives, sporting activities
- 2) Permit Fee: Permits are required for temporary signs, BUT no fee will be charged. All permit applications can be picked up at the Engineering & Codes Dept. at 921 Jackson St. Sign permits applications are available on line at www.chillicothecity.org and they can be fax to our office at 646-1593. We ask that permit applications be submitted at least 72 hours before the signs are installed.
- 3) Location; Temporary signs may be displayed on private property with the permission of the property owner. The signs that obstruct the view of traffic are prohibited on public right of way.
- 4) Duration; Signs may be displayed up to a maximum of 30 days before the event and during the event. Signs must be removed within 24 hours of the end of the event.
- 5) Questions: If ANYONE has questions about a sign, please call our office at 646-5636.