



CITY OF LINCOLN POLITICAL SIGN REQUIREMENTS

The City of Lincoln added Section 16.03.030 (I) to their Municipal Code regarding temporary political signs. Ordinance 897B was approved on March 24, 2015 by the Council and became effective April 24, 2015. The Ordinance is attached for your review and compliance regarding temporary political signs.

RESPONSIBLE PARTY INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Alt Phone: _____

Sign Message: _____

Election Date: _____

No signs may be posted until (maximum of 60 days **prior** to election): **April 8, 2022**

All signs will be removed by (maximum of 21 days **after** election): **June 28, 2022**

\$250 Deposit (Required for Signs 16 square feet or larger) Received Date: _____

☐ Check #

☐ Cash

Checks submitted will be processed and deposited by the City. Once all signs have been verified as having been removed, refunds will be issued **upon request**. Requests for refunds must be submitted within 60 days following Election Date shown above.

Responsible Party acknowledges that no later than _____ (date) all political signs must be removed to the satisfaction of the City of Lincoln or risk citation or loss of deposit.

Signature of Responsible Party

Date

City Clerk/Representative

Date

Who will be placing/removing signs? (i.e.: Self, Volunteers, Contractor, etc.): _____

*If a paid contractor or private business is hired to erect/remove temporary political signs, they must obtain a City of Lincoln business license prior to placing/removing any signs within the City.

Will a Contractor/Business be Placing/Removing Sign(s):

☐ Yes

☐ No

If Yes -Business Name: _____

Contact/Phone: _____

Office Use Only: Business License verified: ☐ Yes ☐ No (explain)

Each location where signs with a total area of 16 sq. ft. or larger will be placed must have permission from the property owner or their agent, as well as permission for removal by the City is necessary. Attach separate sheets for each location.

Please provide complete information for each location:

Property Owner Name: _____ *Phone: _____

Property Owner Address: _____

Property Owner City/State/Zip: _____

Signs Size: _____

Sign Location: _____
(Please attach a map if available)

PROPERTY OWNER PERMISSION FOR CITY TO ENTER AND REMOVE SIGNS:

I, _____, property owner, do hereby grant permission to the
CITY OF LINCOLN to enter my property located at _____
to remove sign(s), if the abovenamed Responsible Party fails to remove signs within 21 days after the election
for which the signs were erected.

Signature

Date

*In the event of an absentee property owner, a verification by phone will be required. Please ensure you have provided the correct contact phone number for the property owner/agent above.

Attachment: City of Lincoln Ordinance 897B

cc: City of Lincoln Code Enforcement Division
City of Lincoln Police Department



TEMPORARY POLITICAL SIGN PLACEMENT PROPERTY OWNER CONSENT FORM

The following is required for **each location** where signs with an area of **16 square feet or larger** are placed within the City limits including commercial private property or vacant land. No sign may exceed 32 square feet total. Consent form/map is **not** required for lawn signs placed on **occupied** residential lots.

Name of Candidate, Committee, Organization, Political Party or Measure:

Location of sign: _____
(Please sketch or attach map if no address is available)

By signing below the property owner or authorized representative hereby gives consent for placement of temporary political sign(s) at the property listed above, and authorizes the City of Lincoln to enter the premises to remove sign(s) should the responsible party fail to do so within 21 days following the election for which signs were erected.

Property Owner or Authorized Representative:

Name **(Required)**

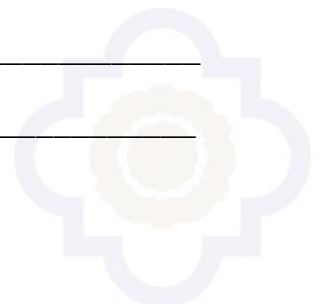
Contact phone, fax or email **(Required)**

Signature

If no signature is available, please explain: _____

Date/Time verbal consent was given: _____
(Verbal consent must be verifiable)

cc: City of Lincoln Code Enforcement Division
City of Lincoln Police Department



a manner as to create a traffic safety issue by blocking sight visibility from a city street or private driveway and be subject to the following requirements:

1. One portable sign shall be permitted per business.
2. Each portable sign shall not exceed a width of thirty inches. Portable sign height shall be limited to forty-eight inches. Portable sign height shall be measured perpendicular from the placement surface to the highest point of the portable sign. Both sides of the portable sign will be permitted display surface.
3. The portable sign shall be constructed of professional quality materials (stenciled plywood is prohibited).
4. Portable signs shall be located on private property (or in the public right-of-way as noted under #5 of this section), which may include privately owned commercial property landscape setbacks. Portable signs are prohibited in the public right-of-way including medians and sidewalks, and shall not block accessible paths of travel or inhibit sight distance for ingress and egress.
5. Portable signs in the public right-of-way - the Applicant shall procure an Encroachment Permit and furnish and maintain in full force and effect throughout the term hereof, a policy or policies of liability and property damage insurance, with a reputable insurance company. Such insurance shall be approved by the Director as to limit, form, and amount. The Applicant shall provide the City with a certificate of said insurance coverage, naming the City as an additional insured and provide coverage in the amount as established by the City. Failure to maintain the appropriate insurance will be grounds for the revocation of the permit authorizing the placement of signage within the public right-of-way.
6. The City Engineer reserves the right to change any permitted portable sign location that in his/her opinion is a sight visibility problem.

I. Political Signs. Notwithstanding any other provision of this Title, temporary political signs pertaining to an election to any public office or ballot measure shall be subject to the following requirements:

1. No sign shall exceed 32 square feet.
2. No sign shall be place on public property or within any public right-of-way.
3. No sign shall be erected earlier than 60 days prior to the election to which it pertains, and shall be removed within 21 days after such election.
4. No sign shall be placed on private property without the permission of the property owner. Signs with areas 16 square feet or larger will require

written permission from the property owner, and the property owner shall also provide written permission to allow the City to enter the property and remove the sign(s), if the responsible person on organization fails to do so. For signs 16 square or larger, if the property owner is absentee, written permission will not be required provided the sign is placed based on verbal agreement of the property owner or authorized designee, and the person placing the sign(s) provides the City with the name and contact information of the person giving permission and the date the permission was obtained.

5. No signs shall be erected until the responsible person or organization has placed a \$250 refundable deposit with the City Clerk's Office. This deposit, less any charges for removal of unlawfully placed signs, shall be refunded if the signs are removed within 21 days after the election for which the signs were erected. For signs 16 square feet or larger, at the time the deposit is made, the responsible person or organization shall provide the City Clerk's Office with a map showing the locations of the signs and provide copies of the private property owner's written permission for the erections and removal of the signs or the information required based on verbal agreement to place the signs. The map shall be updated within three working days if additional signs are placed.

6. Private businesses, whose business is placing political signs, shall acquire a business license from the City of Lincoln before placing any signs within the City limits. Private businesses hired to place signs within the City limits are required to follow the terms of this ordinance. Private businesses that do not obtain a business license or violate the terms of this ordinance may be subject to fines of up to \$1,000.00.

Chapter 16.04

DEFINITIONS

For purposes of this title, the following words and phrases shall have the meanings given below:

"A-Frame Sign" means a sign that is designed to be moveable and is not structurally attached to the ground, a building or any other sign; and generally has an 'A' shape, or vertical orientation with a base.

"Abandoned Sign" means a sign whose message describes the availability of goods or services at a location where such goods or services are no longer available and have ceased to be available for a period of at least 60 days; or in the alternative a sign which is noncommercial in nature and the content of the sign pertains to a time, event or purpose which has elapsed or expired in the preceding 60 days. Such abandonment shall include negligent or intentional conduct such as failure to pay taxes or permit fees, or failure to maintain the sign.

"Advertising statuary" means a structure or device of any kind or character for outdoor advertising purposes which displays or promotes a particular product or service, but without name identification or letters.