



**Garage, Estate, Lawn or Yard Sale, Personal Property Auction, and Open House  
Sign Approval Form**

- A sign approval form must be submitted to the RWA Administration Office and approved before garage, estate, lawn, or yard sale, personal property auction, and open house signs are displayed in Rotonda West. Once approved, a sign approval code will be issued. This approval code must be displayed on both the front and back of the signs, clearly visible from the street. Any sign lacking this code is subject to removal.
- The main body of the sign shall be no larger than eighteen inches (18”) by twenty-four inches (24”) or less.
- Only one (1) sign advertising the event may be placed on the property at the location of the event. This sign does not require a sign approval code.
- Two (2) approved directional signs may be placed off the property advertising the event the day before the event and must be removed immediately after the event ends. The locations of these signs must be submitted to the RWA Administration Office when requesting sign approval.
- The duration of any event may not exceed three (3) consecutive days.
- Only two (2) garage, estate, lawn, or yard sales and personal property auctions are allowed in a calendar year.
- Sign in medians, greenbelts, swales, and right of ways, or attached to trees, road signs, or poles, are prohibited and are subject to removal.
- Signs must be kept clean, well-maintained, and in good condition, and the surrounding area must also be taken care of.
- Riders must not exceed three inches (3”) in height and can only be attached to the bottom of the sign. The rider cannot extend beyond the main body of the sign. All text on a rider must relate to the event or highlight its amenities. No more than one (1) rider is allowed per sign

**CIRCLE ONE (1): Garage, Estate, Lawn or Yard Sale, Personal Property Auction or Open House**

Address of Sale/Open House: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) of Sale/Open House: \_\_\_\_\_

Time of Sale/Open House: \_\_\_\_\_

Please indicate below where your two (2) off-property signs will be posted:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approval Code: \_\_\_\_\_

RWA Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_