
APPLICANT INFORMATION

Applicants Name: _____ Applicants Phone: _____
Applicants Address: _____, State _____, Zip _____

BUSINESS INFORMATION

Name of Business: _____ Business Phone: _____
Business Address: _____ Contact Name: _____

SIGN INFORMATION

Dates of Special Event:

Beginning on _____ and ending on _____ (signs permitted for 14 calendar days)

Indicate type of signage:

- _____ Sandwich Panel (attach site plan showing location of proposed sandwich panel)
- _____ Free Standing Sign (attach a sign drawing & site plan showing location of proposed sign)
- _____ Banner attached to Building (attach a drawing of the banner and location of the banner)
- _____ Vertical Banner (attach site plan showing location and size of banners)
- _____ Inflatable Balloon (attach site plan showing proposed location of balloon)
- _____ Parking Lot Banners (attach drawing of banner & indicate number and sq ft of banners)
(Parking Lot Banners Permitted for Grand Opening events only)

Indicate sign size and height: Size _____ (maximum size 50 sq. ft.)
Height _____ (maximum height 10')

Indicate height of inflatable balloon: _____ (maximum height 25')

Each business is permitted to hold four special events per calendar year. Indicate dates of any previous special events this calendar year.

Applicants Signature: _____ Printed Name: _____

Date: _____ Amount Paid: _____ Form of Payment: _____
(\$50 for each type of sign)

PERMIT # _____ **ISSUED BY:** _____ **DATE:** _____

SIGN PERMIT CHECKLIST

SANDWICH PANELS SIGNS:

- shall not exceed 24" x 42" in size per sign panel
- shall be placed adjacent to the building that they serve
- shall not affect ingress and egress
- shall not be permitted in any right-of-way, on a public sidewalk or within any parking space
- shall be securely anchored to the ground.

FREE STANDING SIGNS AND BANNERS:

- shall not exceed 50 sq. ft.
- shall not exceed 10' in height
- may be attached to the building or installed in the front yard setback at a minimum of 10' from the property line

INFLATABLE BALLOONS:

- shall not exceed 25' in height
- shall be ground mounted and properly secured
- shall be located a minimum of 20' from the property line and not placed in a required parking space

GRAND OPENING PARKING LOT BANNERS:

- shall be permitted only on private parking lot lighting standards
- Two banners shall be permitted per parking lot standard