



## SPECIAL EVENT SIGN PERMIT APPLICATION

Permit #: \_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Site/Business Information:

Property Address: \_\_\_\_\_  
Property Index Number (P.I.N.): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Business Registration #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Sign Information:

Dates of Special Event: Beginning On: \_\_\_\_\_ Ending On: \_\_\_\_\_  
(Special Event Signs Are Permitted for A Maximum Of 14 Calendar Days)

### Type of Sign:

- \_\_\_\_\_ Sandwich panel (attach site plan showing location and size of proposed panel)
  - \_\_\_\_\_ Free standing sign (attach sign drawing and site plan showing sign location)
  - \_\_\_\_\_ Banner attached to building (attach drawing of banner and proposed location)
  - \_\_\_\_\_ Vertical banners (attach site plan showing location and size of banners)
  - \_\_\_\_\_ Inflatable balloon (attach site plan showing proposed location and size of balloon)
  - \_\_\_\_\_ Parking lot banners (attach drawing of banner and indicate number and size)
- \* Parking lot banners are permitted for **grand opening events only**.

Freestanding Sign or Banner:	Size: _____ (Maximum 50 Square Feet)
	Height: _____ (Maximum Height 10 Feet)
Banner Attached to Building:	Size: _____ (Maximum 50 Square Feet)
	Height: _____ (Maximum Height 10 Feet)
Inflatable Balloon:	Height: _____ (Maximum Height 25 Feet)
Vertical Banner:	Height: _____ (Maximum Height 15 Feet)

Each Business Is Permitted Four (4) Special Events Per Calendar Year. Indicate Dates of Any Previous Special Events This Calendar Year:

\_\_\_\_\_

Special Event Sign Permit Fees (\$75 Per Each Type of Sign): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# **Special Event Sign Permit Guidelines**

## **Sandwich Panel Signs:**

- Shall not exceed 24 inches by 42 inches in size per sign panel
- Shall be placed adjacent to the building that it serves
- Shall not affect ingress and egress
- Shall not be permitted in any right-of-way, public sidewalk, or within any parking space
- Shall be securely anchored to the ground

## **Free Standing Signs and Banners:**

- Shall not exceed 50 square feet in area
- Shall not exceed 10 feet in height
- May be attached to the building or installed in the front yard setback a minimum of 10 feet from the property line
- Shall not be permitted in any right-of-way, public sidewalk, or within any parking space

## **Vertical Banners:**

- Shall not exceed 30 square feet in area
- Shall not exceed 15 feet in height
- Maximum of 3 banners permitted for each business, except maximum of 1 banner for each individual business in a shopping center
- Shall be located a minimum of 10 feet from the property line
- Shall not be located in any right-of-way, on a public sidewalk, or within any parking space

## **Inflatable Balloons:**

- Shall not exceed 25 feet in height
- Shall be ground mounted and properly secured
- Shall be located a minimum of 20 feet from the property line
- Shall not be permitted in any right-of-way, public sidewalk, or within any parking space

## **Grand Opening Parking Lot Banners:**

- Shall be permitted only on private parking lot lighting standards
- Two (2) banners shall be permitted per parking lot standard