



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 (\$50 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