



SPECIAL EVENT BANNER APPLICATION

PROPERTY INFORMATION

Business Name:

Business Address:

Phone #:

PROPOSED BANNER INFORMATION

Banner Location on Site:

Banner Contents/Wording:

Banner Size: _____' / _____" ft/in x _____' / _____ in = _____ Total Square Feet (32 sqft max)

Beginning Date:

Ending Date:

BANNER REQUIREMENTS

Grand opening signs. One wall sign, in the form of a banner no greater than 32 square feet in area, advertising a grand opening celebration is allowed for a period not to exceed 30 days. Such 30-day period shall begin on the date of erection of the sign, and the sign shall be removed prior to the expiration of the thirtieth day. A grand opening sign shall comply with the location and height standards for wall signs. No permit shall be required for the erection of such signs.

Special event signs. One wall sign, in the form of a banner not to exceed 32 square feet in area, advertising special events such as activities, sales or special consignments may be displayed for a period not to exceed one calendar month and shall be removed no later than one day after such activity or sale is completed. Each commercial or industrial establishment shall be limited to not more than four special event signs per calendar year. Such signs shall not be painted directly on the window glass and shall not utilize fluorescent paint or any type of reflectors. Each sign must be permitted at least three business days prior to the erection or placement of the sign.

Location and height. The location and height of such signs shall be in accordance with the standards for wall signs. However, that where such required wall is not available, the special event sign may be suspended by means of ropes or cables between two vertical poles, stakes, or freestanding supports. The location of banners shall not obstruct pedestrian traffic or be within the clear view triangle.

ACKNOWLEDGEMENT

Applicant's Signature

Printed Name

Application Date

FOR OFFICE USE ONLY

Event Number: 1 2 3 4

Approved By: _____ Date Approved: _____

Previous approval dates: _____ through _____, _____ through _____, _____ through _____

NOTE: Only complete applications shall be accepted and payment received at time of submission.