

REQUIREMENTS & REGULATIONS FOR SPECIAL EVENT SIGNS

Definition of Special Event Sign:

Temporary signs containing public messages concerning special events sponsored by governmental agencies or non-profit organizations.

All signs shall pertain only to the business or activity conducted on the premises, with the exception of political signs and special event signs (Amended 5/4/99).

Special event signs, including banner signs, are permitted in any zone district, subject to the following restrictions:

1. Special event signs may be located either on or off the lot on which the special event is held. A detailed list of each sign placement **must** be provided.
 2. If sign will be located off the lot on which the special event is held a signed letter must be submitted by the property owner. Contact phone number must also be included.
 3. The display of such signs shall be limited to the **twenty-one (21) days** immediately preceding the special event which is being advertised.
 4. The maximum size shall not exceed **32 sq. ft.** and the height shall not exceed **6 sq. ft.** unless the sign is attached to a wall. The Zoning Administrator shall determine that such signs shall not create a hazard, block the vision of pedestrians and vehicles, or create any other unsafe condition (Amended December 2010).
 5. Such signs shall be removed within **forty-eight (48) hours** of the conclusion of the special event which is being advertised.
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**Special Sign Permit Applications must be received
10 days prior to sign placement start date.**



Letter of Agreement for Sign Placement

Per city ordinance all local businesses must agree in writing to allow a sign to be placed on their property for special events they are not holding on their property.

We agree to allow _____ to place a sign on our property from,
Start Date: _____ End Date: _____ in the size of: _____.

Name of Business

Owner/Manager of Business Print Name

Owner/Manager of Business Signature

Date