



**APPLICATION FOR
SPECIAL EVENT BANNER
WHEN NO BUILDING PERMIT IS REQUIRED**

Village Staff Use Only

Folio(s) #:		District Map:
Date Received	Staff Approval:	Dated Processed:
Process Number	Dates Authorized	

Dear Applicant:

Per section 30-90.24 of the land development code entitled “ *Special Event Signs*” an individual property owner or business owner is allowed one banner not to exceed 3’ x 10’ or other temporary sign not exceeding said di-mensions per site in all commercial and mix-used districts.

The banner or sign may be two sided. The maximum duration for a special event banner displayed shall be 30 days max. All banners shall otherwise comply with the criteria of section 30-90 of the land development code as it relates to the types of permitted and prohibited signs.

Special event shall mean a dedication, ground breaking event, holiday event, celebration, anniversary, unique event associated with a business, going out of business and/or grand opening announcement, relocation of business, or announcement relating to sporting events, festivals, carnivals, or any public, charitable, educational or religious events or functions.

Within a residential district a special event banner may not be held for a commercial purpose; not-for-profit purposes are allowed.

OWNER/APPLICANT INFORMATION

Property Owner's Name (if different than applicant) _____

Address: _____ Telephone: () _____ Fax: () _____

City: _____ State: _____ Zip: _____ E-mail: _____

1. PROJECT LOCATION

Business Name _____

Name of Building or Shopping Center _____

Street Address of Project _____

City: _____ State: _____ Zip: _____ E-mail: _____

2. REASON FOR REQUEST

Reason for Temporary Banner or Sign _____

Size of Banner or Signs _____ Duration _____

Proposed Date of Installation _____

Proposed date to remove _____

3. LANDLORD VERIFICATION : All business requesting a special event sign permit must first obtain approval from the landlord or management company.

Signature of Property Owner or Representative granting the request

Date

Title

This permit application may be denied or revoked by the Village Manager based on the endangerment of the health, Safety or welfare of the community. The Village Manager may impose reasonable conditions as deemed necessary.