

Department of Development Services Division of Planning & Zoning
Zoning Verification for Temporary Events / Sales



Permit Fee \$25 + \$30 for each temporary sign if applicable

I. Applicant Information

Name _____ Phone Number _____
Address _____ Email _____
City _____ State _____ Zip Code _____

II. Location Information

Parcel Identification Number _____
Address _____ City _____
State _____ Zip Code _____ Development Name _____

III. Event Information

Describe the Event

Beginning Date _____ End Date _____ Time of Operation _____
 Site Plan Provided Will you be having a Tent? * Will you be having a temporary sign? **

***If the applicant is going to have an on site tent(s), you must obtain a tent permit from the Building Division after approval of this application**

**** If the applicant is proposing a temporary sign, the applicant must show the location of the sign(s) on the site plan and complete the reverse side of this application.**

VI. Applicant Affirmation

I affirm that the information provided is correct and accurate and that I am either the owner of the property or have obtained the owners consent.

By: _____ Print Name: _____

V. Official Use

Date Received _____ Application Number _____ Current Zoning _____
Total Fee Amount \$25 + \$30 Per Sign _____ Site Plan Acceptable
Approved By: _____ Date _____

Temporary Sign Permit Acknowledgement



Please Check the Following

- The temporary sign(s) shall only be erected and remain through the duration of the event.
- The temporary sign(s) shall not exceed 6 square feet in size and 4 feet in height in residential zoning districts. In non-residential zoning districts, the sign shall not exceed 32 square feet in area and 8 feet in height.
- The temporary sign(s) shall not obstruct or conceal adjacent signs.
- The temporary sign(s) shall not conflict with the principle permitted use of the site.
- The temporary sign(s) shall not interfere with, obstruct the vision of, or distract motorists, bicyclists, or pedestrians.
- The temporary sign(s) shall be installed and maintained in a safe manner.
- The temporary sign(s) shall maintain an minimum 5 foot setback from all property lines and shall be located outside any traveled way or site visibility triangle.
- The temporary sign(s) shall not be erected earlier than 1 week of the date of the proposed event and shall be removed within 2 days after the event.
- If the event is for a duration of longer than 7 days and planned for more than 50,000 attendees, the sign may be erected 30 days prior to the event and shall be removed within 7 days of the last date of the event.

I hereby acknowledge that all of the aforementioned shall be adhered to for the duration of the temporary event or sale and if I am found to be non-compliant with these regulations this permit shall be revoked and all operations shall cease.

Signature: _____

Date: _____

Print Name: _____

Witness

Signature: _____

Date: _____

Print Name: _____