

SPECIAL EVENT SIGN REGISTRATION APPLICATION

Permit No. _____
NO FEE

Is this sign for a commercial **Onsite Special Event**? Y or N

Or, an event for a charitable or public service group on **Public Property**? Y or N

PLEASE PRINT CLEARLY

SPONSOR & APPLICANT NAME _____

PHONE NUMBER _____ EMAIL _____

PURPOSE/NAME OF EVENT _____

DATE OF EVENT _____

LOCATION OF SIGN(S): *address and location* on property or building

SIGN DIMENSIONS _____ TOTAL SQ. FEET _____

Date sign(s) will be put up _____ Removed _____

Onsite Commercial Special Event Sign Criteria

- Onsite commercial special event signs such as - "Grand Opening", "Coming Soon", "Anniversary Sale", etc.
- The Maximum size of an onsite special event sign is 32 square feet; one sign is permitted per frontage and no more than a total of 2 signs
- Special event signs are permitted to be displayed no more than a total of 30 days and shall be removed as soon as the event or activity has occurred
- Pennants, banners, spinners, streamers and similar devices shall not exceed 15 days duration such as for "grand openings, etc." and then only with special permission of the Codes Official

Special Event Sign on Public Property Criteria

- Special event sign(s) of Charitable or Public Service Groups located in Borough preapproved public areas, i.e. Market Square
- The maximum size of an event sign on public property is 6 square feet; one sign is permitted at each end of Market Square and shall not block sight distance
- This type of special event sign shall be a free-standing ground sign and permitted to be placed no more than 7 days prior to the event and removed as soon as the event or activity has occurred
- Sign(s) and scheduling shall be authorized by the Code Official

Signature of Applicant _____ Date _____

Approved by _____ Codes Official Date _____