



PUBLIC RIGHT-OF-WAY SPECIAL EVENT SIGN APPLICATION

1. Please provide location(s) N, S, E or W corner(s) of the sign(s) to be posted and the number of signs.	
Location 1:	Number of Signs:
Location 2:	Number of Signs:
Location 3:	Number of Signs:
Location 4:	Number of Signs:
2. Name: _____ Mailing Address: _____	
Email Address: _____	Phone Number: _____
3. Public Event Being Advertised: _____	
Organization: _____	
4. Description of Signs (attach drawings/photos with measurement):	
Location 1 Size: _____	Sign Type: _____
Location 2 Size: _____	Sign Type: _____
Location 3 Size: _____	Sign Type: _____
Location 4 Size: _____	Sign Type: _____
If additional space is needed, please attach a separate sheet.	
5. Requested dates signs will be displayed:	
<p>_____</p> <p>MAXIMUM NUMBER OF DAYS ALLOWED: <u>30</u></p> <p>*** Signs may be installed no sooner than <u>10</u> days prior to public event and shall be removed within <u>5</u> days after such special event. ***</p> <p>NO FEE PERMIT</p>	
<p><u>NOTICE</u></p> <p>Temporary signs within the public right-of-way are only allowed by permit for the purpose of informing the public of major events that are open to the public and are determined to be of community wide interest or regional significance.</p>	
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW.	
Signature of Owner or Authorized Agent	Date

For Internal Use Only

Received Date: _____ Approved By (Name/Date): _____