



SPECIAL EVENTS PERMIT

In accordance with Article 7 Section 31-714(b)(10) of the Unified Development Ordinance

FEE \$39

FOR TEMPORARY COMMERCIAL SIGNAGE

Suffolk Department of Planning and Community Development

442 W Washington St., Suffolk, VA 23434

757-514-4150 (Phone) 757-514-4199 (Fax) cddapplication@suffolkva.us

(Email) www.suffolkva.us (Website)

Name of Business Making the Request: _____

Contact Person with the Business: _____

Property Address/Location: _____

Telephone & Fax _____

Email Address _____

Description of the Event and its Unique Nature:

Exact Description of Special Event Signage being Requested: (attach sketch & location)

Duration of the Event:

Number of days the signage will be up prior to the event _____.

Date(s) of the event _____.

Number of days after the event _____.

Total number of days under Temporary Permit _____.

The Zoning Administrator or his/her designee reserves the right to revoke or modify this permit at any time.

Reverse of this permit has the prohibited signage language of the Unified Development Ordinance.

Permit Approved _____

Permit Disapproved _____

With Stipulations _____

Authorized Signature

Date

Please contact the Department of Planning and Community Development (514-4150) with questions.
Please have this permit available should an inspector request to see it. Thank you!