



TEMPORARY SIGN/BANNER PERMIT FOR SPECIAL CIVIC, CULTURAL, OR RELIGIOUS EVENTS

FEE \$39

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: _____

Property address/location: _____

Telephone & fax: _____

Email address: _____

Description of the event and nature that qualifies it as a special civic, cultural, or religious event:

Exact description of temporary sign/banner being requested: (attach sketch & location)

Event details:

- a. Date(s) of the event _____
- b. Number of days the sign will be up prior to the event _____
- c. Number of days the sign will be up after the event _____
- d. Total # of days under Temporary Permit _____

*Article 7 Section 31-714 (b) (9): **TEMPORARY SIGNS/BANNER SIGNS.** The zoning administrator may issue zoning permits for temporary or banner signs, one of which may be located off-premises on private property with written permission of the property owner, not exceeding thirty-two (32) square feet in area, which promote a special civic, cultural or religious event, such as, but not limited to, a fair, exposition, play, concert or meeting sponsored by a governmental, charitable, educational or religious organization. Such signs may be allowed for a period not to exceed thirty (30) days from the date of the permit. Such signs shall be non-illuminated only. The permit procedures outlined in Section 31-302 shall apply.*

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

Permit Approved

Permit Disapproved

Approved With Conditions

Conditions: _____

Authorized Signature

Date

Please contact the Department of Planning and Community Development (757)514-4150 with questions. Please have this permit available should an inspector request to see it.