



## ANNUAL BANNER PERMIT

### BANNER PURPOSE: BANNERS MAY ADVERTISE SPECIAL PROMOTIONS, COMMUNITY EVENTS AND THE LIKE

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](mailto:cddapplication@suffolkva.us) (email)

[www.suffolkva.us](http://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 an annual banner: \_\_\_\_\_

\_\_\_\_\_

Details of banner/building frontage (attach sketch with dimensions & location):

Size: \_\_\_\_\_ Dimensions of banner: \_\_\_\_\_

Material banner is constructed of: \_\_\_\_\_

Plan for securing banner: \_\_\_\_\_

\_\_\_\_\_

Proposed location: \_\_\_\_\_

\_\_\_\_\_

Total building length fronting a public street on which the banner will be displayed: \_\_\_\_\_

Beginning date of display: \_\_\_\_\_ Ending date of display: \_\_\_\_\_

**NOTE: THIS PERMIT MUST BE RENEWED ON AN ANNUAL BASIS BY COMPLETING THIS REQUEST PRIOR TO THE EXPIRATION OF THE EXISTING PERMIT ON FILE.**

*Article 7 Section 31-714 (b) (15): **BANNERS.** Notwithstanding the provisions of Section 31-714(b)(9) and (10) herein, banners are permitted subject to the following provisions:*

- A. *Banner Purpose. Banners may advertise special promotions, community events and the like, and shall not solely advertise a business name and/or logo.*
- B. *Approval required. The applicant shall file a permit application with the Zoning Administrator for the annual (based on the date of the original permit) approval of a banner and shall indicate the size, area, proposed location, material, manner of fastening and total building length fronting a public street. A banner may be changed to another banner without a permit so long as it is displayed in the same location and same manner as indicated on the initial permit and adheres to the maximum sign area requirement. Any banner installed without prior approval by the Zoning Administrator shall constitute a violation of this ordinance and be subject to the provisions of Section 31-310 of this ordinance.*

- C. *Number of banners permitted. A maximum of one (1) banner may be displayed at a time subject to the following provisions:*
- 1) *The banner shall be constructed of a vinyl or other high durable material and must be maintained in a state of good repair. No paper or cardboard banners or the like shall be permitted.*
  - 2) *The banner displayed must be securely affixed to a building wall or window or other permanent structure. No banner shall be hung between a freestanding sign, site lighting, trees and the like.*
- D. *Size of banners permitted. The maximum permissible banner size shall be calculated as follows:*
- 1) *One (1) square foot of banner area per linear feet of building frontage facing a public street not to exceed a maximum of thirty-two (32) square feet.*

I have read, understand, and will comply with the provisions described above and take full responsibility for any non-compliance with the provisions herein.

\_\_\_\_\_  
 Applicant signature \_\_\_\_\_  
Date Signed

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 if you should have any questions. Please have this permit available in the event that an Inspector requests to see it.