



SPECIAL EVENT SIGNS/BANNER PERMIT FOR SPECIAL EVENTS, GRAND OPENINGS 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 (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 event, grand opening, or other event:

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

Event details:

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

Article 7 Section 31-714 (b) (10): SPECIAL EVENT SIGNS, TEMPORARY SIGNS/BANNER SIGNS AS ALLOWED BY THE ZONING ADMINISTRATOR FOR SPECIAL EVENTS, GRAND OPENINGS AND THE LIKE. Notwithstanding the provisions in (9) above, the zoning administrator may issue temporary sign permits for special events, grand openings and the like in accordance with the following provisions:

- A. *Such signs shall be on-site only*
- B. *Such signs may be permitted any time up to three (3) times per calendar year not to exceed a total of thirty (30) days per event.*
- C. *Such signs that are displayed so as not to be visible from the public right-of-way, but instead are directed toward pedestrians or vehicles that are already on-site are not regulated.*

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.