



BANNER PERMIT APPLICATION

INSTRUCTIONS

Only correct and complete applications will be accepted. A completed application will require ONE (1) sketch/drawing/elevation of the banner with dimensions (height & width); And One (1) site plan showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the Right-of-Way, and height of the proposed sign from ground level.

APPLICANT INFORMATION *(please print)*

Business Address	Suite	City	State	Zip
Business/Development	Applicant			Phone

PROPERTY OWNER INFORMATION *(please print)*

Owner: _____ Owner/Agent Signature: _____

Property Owner Address _____

Phone: _____ Fax: _____ E-mail: _____

CONTRACTOR INFORMATION *(please print)*

Contractor: _____ Contractor License No. _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Will contractor install sign? Yes No

BANNER INFORMATION

Sign Dimension: _____ Area: _____ Height above grade: _____

Located on wall? Yes No Located on the ground? Yes No If yes, distance setback from R.O.W.: _____

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the zoning district. I am aware of and agree to comply with the City of Brookhaven's Sign Ordinance (Chapter 21).

Applicant Signature: _____ Date: ____/____/____

STAFF ONLY			
Approved By: _____	Denied By: _____	Date: _____	
Zone District: _____	TOTAL FEE: \$		
Permit No. _____	Sticker No. _____	Beginning Date: _____	Ending Date: _____
FEES			
Not to exceed a 14 day period		25.00	
No more than three (3) permitted 14 day periods per calendar year per lot			



DEFINITION:

Banner shall mean a sign other than a flag with or without characters, letters, illustrations or ornamentation applied to cloth, paper or fabric that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners. Standard informational signs are excluded from the definition of a banner.

GUIDELINES / REQUIREMENTS:

Banners require a sign permit application and can be issued over the counter provided the application is complete:

- (1) Each banner shall not exceed twenty-four (24) square feet and no banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five (5) above grade when on the ground;
- (2) Each banner must be individually attached to poles, mast arms, or other structures;
- (3) No more than one (1) banner shall be displayed on any lot at one (1) time;
- (4) Banners shall be allowed for a period not exceeding fourteen (14) days with no more than three (3) such fourteen (14) day periods being permitted per calendar year per lot;
- (5) Each lot in a residential zoning district may display banners not exceeding twenty-four (24) square feet, without receiving a permit. However, this fourteen (14) day period shall begin on the date when noticed by the City or if a complaint is filed; and
- (6) All banners must be maintained in good condition as provided for flags in section 21-80.