



SPECIAL EVENT BANNER PERMIT APPLICATION

Submit To: Robin Buzzell

For all special event banners, only the following signs are hereby allowed subject to issuance of a permit in accordance with Section 62-4 of the City of Mequon Code of Ordinances:

- Special event banners shall be permitted subject to:
 - ✓ Banner size shall not exceed 30 square feet.
 - ✓ Banner shall not be displayed for more than fourteen (14) consecutive days.
 - ✓ Individual businesses shall be limited to FOUR (4) banner events a year, including a seasonal banner.
- Grand Opening Banners:
 - ✓ One (1) Grand Opening sign per business shall not exceed 30 square feet.
 - ✓ The sign may be displayed for a maximum of thirty (30) days.
- Banner Location Standards:
 - ✓ The banner may not be located closer than ten (10) feet to any property line, right-of-way, or driveway.
 - ✓ The banner shall be located on the ground.
 - ✓ Stakes must be placed in ground and a minimum of 12 -18 inches beyond the width of the banner with elastic cords.

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

BANNER LOCATION: _____

BANNER SIZE & DESCRIPTION: _____

SPECIAL EVENT: _____

DATE(S) BANNER WILL BE HUNG: _____ **THRU** _____

Permit Fee: \$30.00 (Payable to City of Mequon)

The undersigned applicant hereby agrees that failure to remove the banner after the fourteen (14) consecutive days or the thirty (30) days may result in a citation.

Applicant Signature

Date

Property Owner Signature **(REQUIRED)**

Date

Approved: _____
