



<b>For Office Use Only</b>
Stamp
Fee Paid: _____ \$20.00 (Waived for Non-Profits)

# Special Event Sign Permit Application & Checklist

*Performance standards for signs are found in Hugo City Code Chapter 90, Section 90-265.*

One special event sign and attention attracting device is allowed per business for not more than 90 calendar days per year. The sign and device may be attached to the building or located on the premises where the event is occurring and shall be taken down after the event or sale is over. A sign permit shall be issued and approved by the community development director or his or her designee prior to the installation of a special event sign.

### Applicant:

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner/Manager:

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Sign Type:

Name of business/organization: \_\_\_\_\_

Address of location of sign: \_\_\_\_\_

Event name: \_\_\_\_\_

Description of sign: \_\_\_\_\_

Sign of size: \_\_\_\_\_

Application Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days: \_\_\_\_\_

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Approved Date: \_\_\_\_\_ Approved By: \_\_\_\_\_