



\$66.00

## ***SPECIAL OCCASION SIGN PERMIT***

Section 2.308.08E, of the Keizer Development Code establishes guidelines and requirements for signs during *special occasions* and the requirement for applying and receiving a Special Occasion Sign Permit. Special occasions could include, a business grand opening, a sidewalk sale, an anniversary sale or any similar type of event.

**A SPECIAL OCCASION SIGN PERMIT** may be approved for each business address by the Planning Department for up to 14 consecutive days with a maximum of two (2) Special Occasion Sign Permits approved each calendar year. No less than 30 days between special occasions.

**SIGNS FOR SPECIAL OCCASIONS INCLUDE** any combination of temporary or portable sign types, regardless of size and quantity.

**LOCATION** – All signs must be located on private property behind the sidewalk.

**PROHIBITED SIGNS** outlined in Section 2.308.06 of the KDC remain prohibited.

### **DEFINITIONS OF ALLOWED SIGN TYPES :**

**PORTABLE SIGN:** A sign that is, or similar to, an A-frame sign, sandwich board sign, yard sign, wind feather or feather flag, or a sign attached to wood or metal frames and designed to be self-supporting and movable. Wind feathers or feather flags may be placed on a stand or placed in the ground. Portable signs are not to be considered temporary signs.

**TEMPORARY SIGN.** A sign that is, or is similar to, a banner and is attached, but not permanently affixed to a building, and which may be made of canvas, cloth, rigid plastic, paper, vinyl, or other lightweight flexible material.





# SPECIAL OCCASION PERMIT APPLICATION

\$66.00

SPECIAL OCCASION  
PROPERTY ADDRESS: \_\_\_\_\_

CURRENT BUSINESS NAME AND USE (if applicable): \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DESCRIBE THE PROPOSED SPECIAL OCCASION - Attach a separate sheet if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE SPECIAL OCCASION IS FOR THE FOLLOWING DAYS: \_\_\_\_\_ to \_\_\_\_\_

Maximum length of time is 14 days per Special Occasion

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date