

Temporary Event Sign Permit Process and Check List

TEMPORARY EVENT SIGN PERMIT SUBMITTAL REQUIREMENTS
<input type="checkbox"/> All documents must be submitted digitally in pdf format merged/combined together, facing the correct direction as listed and Named: Temporary Event Sign <i>_Name of Event</i>
<input type="checkbox"/> Complete Temporary Event Sign Application with property owner signatures
<input type="checkbox"/> Labeled Map indicating location of sign(s)
<input type="checkbox"/> Art work or pictures of each sign
<input type="checkbox"/> Permit Fee of \$31.00 up to five (5) signs. <i>\$5.00 for each additional sign after that</i>
TEMPORARY EVENT SIGN PERMIT PROCESS
<input type="checkbox"/> Submit Application via email to permits@georgetown.org or hand deliver on CD or thumb drive
<input type="checkbox"/> Pay Permit Fee
<input type="checkbox"/> Allow seven (7) business days for the review
<input type="checkbox"/> Permit is approved – notification will be sent via email from No-Reply@scpd.org
<input type="checkbox"/> Erect signs no more than 24 hours prior to the first day of the event with the permit number displayed on it
<input type="checkbox"/> Remove Signs within 24 hours following the last day of the event
REQUIRED INSPECTIONS
<input type="checkbox"/> No inspections required.

10.07.040 Temporary Signs for Temporary Events

A. Applicability

This section applies only to “Events” as that term is defined in Section 12.24.010 of the Georgetown Code of Ordinances or as a public gathering held on public or private property. These events may include, for example, gem and mineral shows, quilt shows, etc. but do not include promotional sales events for existing commercial uses. Specific events, activities or sign regulations that are expressly addressed elsewhere in this Code shall apply and nothing in this Section shall modify those other provisions or standards.

B. Temporary Event Sign Limitations

Temporary Event signs must meet the following criteria:

1. Location

- a. Signs may not be placed in any State rights-of-way maintained by the Texas Department of Transportation.
- b. Signs placed on private property must be approved by the property owner.
- c. Signs must be placed at least three feet from the edge of the pavement or curb.

2. Size and Height Restrictions

- a. Signs placed in the public right-of-way shall be limited in area to four square feet. Height is limited to three feet from grade.
- b. Signs placed on private property must meet design regulations relating to size and height of the particular zoning district of the property.

3. Duration of Signage Allowed

- a. Signs in the public right-of-way shall be in place no more than 24 hours prior to the first day of the event and must be removed within 24 hours following the last day of the event.
- b. Signs placed on private property shall be erected no more than 15 days prior to the event and must be removed within three days following the last day of the event.
- c. No temporary event signage shall be in place longer than 30 days.

4. Restrictions

- a. Signs shall not be placed in a manner that inhibits or interferes with vision or otherwise affects public health, safety, and welfare.
- b. No lighting, balloons, streamers, or other devices or materials may be attached to the sign.
- c. Signs may not be placed on any roadway appurtenances, including but not limited to bridges, traffic control devices, official signs, sign supports, light standards, poles, and delineators.
- d. Sponsorships of the event may be indicated on the signs, but must be secondary to the promotion of the event.
- e. Signs may be placed no more than onetime in six months for the same event.

5. Spacing

Signs for the same temporary event may not be placed less than 100 yards apart along a street right-of-way.

TEMPORARY EVENT SIGNS APPLICATION

EVENT INFORMATION

Title of Event:		Date:
Organization of sponsoring event:		
Event Coordinator:	Phone:	Email:
Contact Person Day of the Event:	Phone:	Email:
Date of Event:	Time of Event:	Special Event Permit Number (if applicable)
Address of the Event:		
Numbers of signs to be displayed:	Dimension of Signs to be located on private property:	Dimension of Signs to be located in City Right of Way:
Sign Message:		
How will signs be erected?		

LOCATION OF SIGNS

Address:	Property Owner Name	Signature of Property Owner
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**If additional signs will be placed: please list on separate piece of paper with Property Owner Signature*

- A map must be provided, labeled with "XX and Number" as listed above or use the attached diagram for each address listed above
- Artwork or a picture of the sign(s) must be included.
- Off premise event signs maybe erected no more 24 hours prior to the event and shall be removed no more than 24 hours after the event.
- Each sign must have the permit number displayed on it.

Print Name of Event Coordinator

Signature of Event Coordinator

Date