

**APPLICATION FOR TEMPORARY**  
**ON-PREMISES SPECIAL EVENT SIGN PERMIT**  
City of Vero Beach Planning & Development Department  
1053 20<sup>th</sup> Place – P.O. Box 1389, Vero Beach, FL 32961-1389  
Telephone (772) 978-4550 / Fax (772) 778-3856

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Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Proposed sign dimensions :

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

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**CONDITIONS OF PERMIT**

- No signs shall be placed more than 14 days beginning with date of posting.
- All signs must be removed no later than 24 hours after the corresponding event.
- Signs shall be placed in accordance with Section 38.11(a) attached.
- The City Permit decal must be placed in the upper right hand corner of the sign. Any sign found without a decal or otherwise in violation of the permit conditions, locations, or the sign ordinance will be removed without notice.
- Applicant is responsible for all persons placing signs for the event or organization being aware of and complying with the permit conditions and the sign ordinance.

*I certify that I have read and agree to comply with the foregoing conditions. I acknowledge and understand that violation of the conditions of this permit or the City of Vero Beach sign ordinance may result in issuance of a citation and a fine of \$50.00 for a first violation; \$100.00 for a first repeat violation; and \$150.00 for subsequent repeat violation and that each sign in violation is a separate offense.*

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

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Planning & Development Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approval # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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Application Fee - \$10.00

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## On-Premise Special Event Signs

Sec. 38.11 Temporary signs requiring permits.

(a) *On-premises special event signs.* Temporary on-premises special event signs are allowed on property in nonresidential zoning districts and on property with lawfully established nonresidential uses in residential zoning districts, as follows:

- (1) One sign per street frontage. Such sign shall be located at least 2 feet from public rights-of-way and shall be at least 15 feet from rear and side property lines.
- (2) Such sign shall be a freestanding sign, wall sign, window sign, or a banner sign. If displayed as a wall or freestanding sign, such sign shall be a maximum of 16 square feet in area and a maximum of 10 feet in height. If displayed as a window sign, such sign shall be a maximum of 4 square feet in area and the cumulative area of all window signs shall be a maximum of 20 percent of the total area of each window. If displayed as a banner sign, such sign shall be a maximum of 16 square feet in area and shall not:
  - a. Be affixed between posts on walkways;
  - b. Hung in or on trees;
  - c. Be placed on rooftops or in any way create a hazard or unsafe condition; or
  - d. Be placed higher than 10 feet on a building.
- (3) Such signs shall be posted no earlier than 14 days prior to the corresponding event or function and must be removed no later than 24 hours after the corresponding event or function.
- (4) No more than a cumulative total of 6 on-premises special event sign permits may be issued in any calendar year per organization or business establishment.
- (5) The duration of a special event sign shall be for no more than 14 days beginning with date of posting, unless the period is extended by a special event permit issued pursuant to section 64.12 of this Code.