



SPECIAL EVENT SIGN PERMIT

Application & Submittal Requirements

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

Please type or print

BUSINESS INFORMATION

BUSSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

SIGN INFORMATION

DESCRIBE EVENT: _____

SIGN SIZE: _____

SIGN MATERIAL: _____

SIGN MESSAGE: _____

SIGN LOCATION: _____

POSTING DATES: _____ TOTAL DAYS: _____

REGULATIONS & POLICIES

Please read the following summary of Subsection 15.56.110.C of the Sign Ordinance and Planning Division policies regarding Special Event Signs. Place your initials on the line next to each statement if the regulation is clear and you agree to abide by it during the posting dates of your sign.

- _____ 1. Signs erected for special events may be a banner, balloon, pennant, or other temporary sign.
- _____ 2. Special may be displayed for a maximum of 60-days per calendar year.
- _____ 3. A separate application and a separate fee shall be paid for multiple signs.
- _____ 4. Having more than one sign does not increase the number of total days permitted for a sign.
- _____ 5. **Fee/Initial Deposit** - City Fee Schedule charges staff time and materials. Please refer to the Master Fee Schedule regarding our fees. Please make checks payable to City of Napa; we do not accept cash or credit card payments for applications.

SIGNATURE: _____ DATE: _____

| | |
|-----------------------------------|-------|
| Planning Division Use Only | |
| <i>Date Issued</i> | _____ |
| <i>Planner</i> | _____ |

Date Stamp

Submit the application and a site plan for the purposed work in PDF format to planningdepartment@cityofnapa.org The fee can be mailed or dropped off at the counter with the Planning Division address listed at the top of this application.