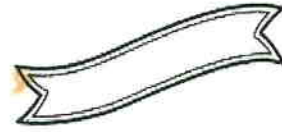




City of Greenland  
 Planning Division  
 8 E. Ross  
 Fayetteville, Ar  
 Ph#521-5760 / Fax #521-7780



**APPLICATION FOR BANNER PERMIT**

***\*\*\*if the permit is requested for two (2) banners at the same time, a separate application form must be submitted for each banner– but only one (1) fee is incurred\*\*\****

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Alternate Contact Number \_\_\_\_\_

Dates Displayed: FROM: \_\_\_\_\_ TO \_\_\_\_\_

Date of Last Banner Permit Approval \_\_\_\_\_

Size of Banner (Max Size is 24 Square Feet) \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ TOTAL AREA \_\_\_\_\_

Location of Banner \_\_\_\_\_

Method of Display:  wall-mount  post-mounted  under awning  other: \_\_\_\_\_

Copy (Exact Wording) \_\_\_\_\_

**INITIAL CONDITIONS OF APPROVAL**

- \_\_\_\_\_ Applicant agrees to abide by all applicable sign regulations of the City of Greenland. I have read the outdoor banner regulations and will comply with said regulations.
- \_\_\_\_\_ Applicant authorizes City personnel to enter upon the property to conduct inspections. Applicant agrees to remove any signage not under permit or otherwise in violation of Greenland Municipal Code.
- \_\_\_\_\_ Applicant agrees that temporary banner is constructed of pliable material such as canvas, fabric, vinyl, plastic or similar materials that withstands exposure to the elements without significant deterioration to the sign.
- \_\_\_\_\_ Applicant agrees that banner shall not be displayed for any period longer than 8 weeks continuous days and shall be removed for a minimum of 8 weeks before applying for next banner permit.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**PLANNING USE ONLY**

\_\_\_\_\_  
**AUTHORIZED BY**

\_\_\_\_\_  
**DATE**

YES NO  
**Copy of Permit Fee  
 Receipt Attached**

**APPROVED**       **CONDITIONALLY APPROVED**       **DENIED**

**COMMENT** \_\_\_\_\_

**OUTDOOR BANNERS**  
**(SIGN CODE SECTION 2.05)**

**SUPPLEMENT TO APPLICATION FORM**

Definition: An outdoor banner is a sign which is constructed of pliable materials such as canvas, fabric, vinyl plastic, or similar materials which will withstand exposure to wind and rain without significant deterioration and which does not require a building permit for its construction or installation outside of a building.

The City Office Manager may issue a permit for outside banner(s) advertising special events, special sales or promotions, grand openings, changes in ownership or management, going out of business sales and similar events.

**PROCESS:**

1. Requests for a banner shall be made by submitting a fully-complete "Application for Banner Permit" form to the City Office Manager along with the applicable banner permit fee of \$25.00.
2. Once the Application and Fee has been submitted to the City Office Manager, the City Office Manager will then place the business' "request for banner permit" on the agenda for the next regularly-scheduled Planning Commission meeting (*held the first Monday of each month at 6:30 p.m.*).  
***NOTE: In order to be placed on the next regularly-scheduled meeting, all paperwork must be submitted at least ten (10) days in advance. Any request received after the ten (10) day period shall not be reviewed by the Planning Commission until the following month's regularly-scheduled meeting.***
3. After the Planning Commission has reviewed the request and application, the permit request shall either be approved, approved conditionally, or disapproved. If the request is approved conditionally, the required conditions shall be stated to the Applicant and noted on the Application. If the application is denied, the reason for denial shall be stated to the Applicant and noted on the Application.
4. Once the Application has been signed by the Planning Director:
  - a. a copy shall be given to the Applicant;
  - b. the original shall be given to the City Office Manager for filing in city records;
  - c. a copy shall be forwarded to the building inspector for his/her records

## GUIDELINES/REQUIREMENTS

1. A maximum of two (2) outside banners may be displayed at the same time for each business. If two (2) banners are requested to be displayed at the same time, the single permit fee of \$25.00 shall cover both banners.
2. A single-sided banner constitutes one (1) banner;  
A double-sided banner constitutes one (1) banner;  
Two single-sided banners constitutes two (2) banners;  
Two double-sided banners constitutes two (2) banners
3. The maximum square footage of any banner side may not exceed 24 square feet
4. The issued banner permit shall be valid for any period not exceeding eight (8) weeks. The use of any outdoor banner shall not continue for more than eight (8) consecutive weeks
5. Upon the expiration of the banner permit, there shall be an eight (8) week “downtime” where no banner permits shall be issued and no banners may be displayed. Any time after the eight (8) week “downtime”, the business may apply for another banner permit and may repeat the “8weeks-on/8weeks-off” cycle.
6. The owner or person in possession of a banner in violation of Section 2.05 shall remove the same upon order of the Building Inspector or authorized Code Enforcement Officer.
7. For the purposes of these guidelines, any portion of any day in which a banner is displayed shall be counted as one full day.

**NOTE: Businesses not removing banners within the approved time frame shall be subject to citation by the City’s Code Enforcement Officers**