

BANNER PERMIT

Application Packet

- Notice to Applicant
- Application Form with Procedures Information

*City of Greenland
Planning Division
8 E. Ross
P.O. Box 67
Greenland, AR 72737*

**BANNER PERMIT APPLICATION
SUPPLEMENT SHEET**

NOTICE:

BEFORE SUBMITTING YOUR APPLICATION...

It is the Applicant's responsibility to review Section 9.12 ("Sign Code") of the Greenland Municipal Code for all guidelines and terms of compliance to ensure that you are requesting a sign which will be permitted in the zoning district for which you are requesting and that you are in compliance with the "banner" requirements.

If you have questions, or need further information before submitting your application, please contact City Hall (479)-521-5760.

SIGNS (Questions, Answers, and General Information)

NOTE: This is for informational purposes only– it is the Applicant's responsibility to review the applicable sections of the Greenland Municipal Code for terms of compliance.

When do I need a permit?

- For a complete listing of signs allowed without permits, see Sections 2.01b and 2.03
- For a complete listing of signs requiring permits, see Section 2.02, 2.04
- A **Sign Permit Application** must be completed for the erection or posting of any sign which, pursuant to Greenland Municipal Code Section 9.12 "Sign Code", requires a permit.
- A **Banner Permit Application** must be completed for the placement or posting of any commercial banner (as defined in the Greenland Municipal Code Section 9.12 "Sign Code").

NOTE: Garage/yard sales require a "no-fee" permit. See Section 2.04 for details.

Political signs require a "bond" to be posted. See Section 2.03(4)(c) for details.

Can I Put Up Any Kind of Sign?

NO... See Section 2.01a "Signs Prohibited" for details.
See Section 2.01b, 2.03 for "Permitted Signs"
See Section 2.04 for "Garage/Yard Sale" sign requirements
See Section 2.05 for construction and maintenance requirements
See Section 3.01 through 3.06 for guidelines

SIGN PERMIT APPLICATION PROCESS:

Completed application, applicable fee and all required supporting documentation, must be submitted to City Hall, **ON OR BEFORE the 20th of the month.** Once received by City Hall, the matter will be placed on the next regularly scheduled Planning Commission agenda (1st Monday of the month).

See the "Greenland Planning Commission Scheduled Meeting Dates" for dates.

For any sign requiring a permit, you may obtain an application at City Hall. The Applicant must be present at the Planning Commission meeting in order for the application to be reviewed and a decision to be made. If the Applicant is not present, the Planning Commission may either table the application until the following month, or deny the Application in its entirety.

If the Applicant believes they will need a variance, the Applicant must fill out and submit the regular application, **AND** a Sign Variance Application, as well as all applicable fees and documentation as required on both applications.

BANNER PROCESS:

1. Requests for a banner shall be made by submitting a fully-complete "Application for Banner Permit" form to the City Clerk along with the applicable banner permit fee of \$25.00.
2. Once the Application and Fee has been submitted to the city clerk, the city clerk 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. at City Hall*).

NOTE: *In order to be placed on the next regularly-scheduled meeting, all paperwork must be submitted before the cutoff date established by the Planning Commission for placing items on the agenda. You may refer to the attached "Greenland Planning Commission Scheduled Meeting Dates" for dates. Any request received after the cutoff date 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 Chairman:
 - a. a copy shall be given to the Applicant;
 - b. the original shall be given to the City Clerk for filing in city records;
 - c. a copy shall be forwarded to the Sign Administrator for his/her records

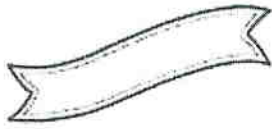
BANNER GENERAL GUIDELINES/REQUIREMENTS

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

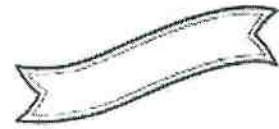
5. Upon the expiration of the banner permit, there shall be an eight (8) week "downtime" where no banner permits shall be issued and no banners may be displayed. Any time after the eight (8) week "downtime", the business may apply for another banner permit and may repeat the "8weeks-on/8weeks-off" cycle.
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

This information is subject to release under Arkansas' freedom of information legislation.



City of Greenland
Planning Division
8 E. Ross
P.O. Box 67
Greenland, AR 72737
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 (Initial by each one):

_____ 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

ACTION TAKEN: **APPROVED** **CONDITIONALLY APPROVED** **DENIED**

COMMENT _____

YES **NO**

Copy of Permit Fee _____

Receipt Attached? _____

AUTHORIZED BY _____ **DATE** _____

2009
Greenland Planning Commission
Scheduled Meeting Dates

Month	Meeting Date	Cutoff Date for <u>GENERAL AGENDA</u>	Cutoff Date- Any Application <u>Requiring Public Hearing</u>
January	January 5		
February	February 2		
March	March 2		
April	April 6		
May	May 4		
June	June 1		
July	July 6	Friday, June 19	
August	August 3	Monday, July 20	Friday, June 19
September	September 8**	Thursday, August 20	Monday, July 20
October	October 5	Friday, September 18	Thursday, August 20
November	November 2	Tuesday, October 20	Friday, September 18
December	December 7	Friday, November 20	Tuesday, October 20

**** September 7th is Labor Day; the meeting is rescheduled for Tuesday, September 8th, 6:30 p.m.**

Planning Commission meetings are held on the first Monday of each month and begin at **6:30 p.m.** at City Hall, 8 E. Ross, Greenland, Arkansas.

PLEASE NOTE THE CUTOFF DATE FOR THE MEETING YOU WISH TO ATTEND!

The cutoff dates for all agenda item submissions is the 20th of the month. If the 20th falls on a weekend, the submission must be received by close of business FRIDAY preceding the weekend.

No submissions will be accepted after the 20th for scheduling on the next agenda.

For any questions, please contact City Hall 521-5760