

**AREA PLAN COMMISSION
EVANSVILLE-VANDERBURGH COUNTY**

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FOR OFFICE USE ONLY	
Date Filed	_____
Meeting Date	_____
Staff Initials	_____
Date Approved	_____

Special Event Signage Application

Proposed Special Event: _____
 Address(s) of Special Event: _____ Location: City or County
 Description of Special Event: _____
 Organization/Contact Name: _____
 Phone: _____ E-mail: _____

The following is a summary of the Ordinance requirements for the use of signage under the "Special Event" designation. The sponsoring organization for the special event must obtain a determination by the Site Review Committee that the special event qualifies for exemption for signage purposes. The special event must receive this classification only one (1) time in its lifetime. To qualify for special event status for signage purposes, the event must meet all of the following criteria:

1. The event must occur no more than once per calendar year.
2. The event must be scheduled to occur over a limited and fixed duration of no more than seven (7) consecutive days.
3. The event must be organized and controlled by one or more organizations, which may include not-for-profit organizations, and the event must not be utilized for a commercial purpose only.
4. Implementation of the event must be planned and controlled.
5. The event must be a live audience other than the organizers present at the physical event location.
6. The nature and scope of the event must not be injurious to the public health, safety, morals, and general welfare of the community.

On-premises (at the location of the special event) and off-premises special event signs are allowed without sign permits if they meet the following requirements:

- (a) The sign face area must not exceed:
 - (i) On-premises: thirty-two (32) square feet
 - (ii) Off-premises: six (6) square feet; however, there is no size limitation if the sign is placed on a public structure or in a public way in accordance with an encroachment permit, thoroughfare permit, or similar permit issued by an authorized regulating authority.
- (b) The number of signs must not exceed:
 - (i) On-premises: unlimited
 - (ii) Off-premises: one (1) sign per property
- (c) The sign must not hide any traffic or roadway sign, signal or device from view.
- (d) The signs must be placed no more than thirty (30) days prior to the event and removed no more than seven (7) days after the event.

The requirements above are per Chapter 18.140 of the Evansville Municipal Code/17.26 Vanderburgh County Zoning Code. You can view a complete copy of the City and County Zoning Codes on our website at www.evansvilleapc.com. Staff of the Area Plan Commission will assist you with any questions you may have regarding your permit. Failure to comply with the restrictions of the Zoning Ordinance will result in the issuance of fines as detailed below.

1 ST VIOLATION	2 ND VIOLATION	3 RD VIOLATION	4 TH VIOLATION	ADDITIONAL VIOLATIONS
up to \$500.00	\$1,000.00	\$2,500.00	\$5,000.00	\$7,500.00

The above fines or penalties occurring within a 12-month period are in accordance with Chapter 18.195 of the Evansville Municipal Code/17.36 Vanderburgh County Zoning Code for violation of Zoning Ordinances.

Items to be submitted with this application: Site Plan showing the location and boundaries of the special event site – (8) hard copies. No application fee is required. Plans submitted by Tuesday at 4:30 p.m. will be reviewed the next Monday morning at 10:00 a.m. in Room 318, or the next scheduled meeting if there is a holiday. Applications must be complete at the time of filing to be placed on the meeting agenda. Approval, if given, is good for the lifetime of the event and an Improvement Location Permit is required to be picked up by the applicant at the APC office or the approval shall become void.

I, the undersigned owner or authorized agent, affirm, under penalties for perjury, that the foregoing representations on this application are true and correct, and that the required special event signage application and site plan(s) submitted are in conformance with all applicable laws or ordinances. I will take responsibility for all work that is allowed by the permits granted under this application. I understand that the issuance of the Improvement Location Permit does not eliminate the need to obtain other permits that may also be required by applicable laws or ordinances. I further agree to hold harmless and indemnify the City of Evansville and Vanderburgh County for any claim against the City and/or County as a result of any act of commission or omission on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier.

APPLICANT'S SIGNATURE: _____

DATE: _____