



TEMPORARY USE PERMIT APPLICATION – BANNER

LDC sections 5.04.06 and 10.02.06 F
Chapter 4 J.6 of the Administrative Code

Banner or Sign: Temporary banners or signs shall be allowed subject to LDC section 5.04.06. Applicants are allowed one temporary banner or sign in conjunction with a temporary use permit. Two signs are allowed for properties with more than one street frontage. The maximum size of a sign is 32 square feet in sign area or 8 feet in height. Prohibited signs include wind signs, balloons, streamers, rotating devices, and unofficial flags.

Permit Number

Permit valid from _____ to _____

APPLICANT CONTACT INFORMATION

Name of Owner

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____

Email Address _____

Name of Agent _____ Firm _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____

Email Address _____

PROPERTY INFORMATION

Property ID # _____

Name of Property Owner _____

Shopping Center Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Description of proposed uses: _____

SITE INFORMATION

Current Zoning Classification:

Present Use: Unimproved
 Improved – type of business

SUBMITTAL REQUIREMENTS

See Chapter 4.J.6 of the Administrative Code for submittal requirements. The following items are to be submitted with the application packet. **Incomplete submittals will not be accepted.**

Completed application (download current form from the County website).

A letter on business letterhead from the property owner or property manager to the applicant granting permission to utilize the subject property for the event during the requested time period. In the case where a private individual is granting permission, rather than a company, an email from the property owner to County staff will meet this requirement.

A site diagram, or aerial, demonstrating the location of principal structures, parking areas, and banner locations.

FEE REQUIREMENTS

Temporary Use Special Event Permit – Base Application Fee	\$200
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All checks payable to: Board of County Commissioners

The completed application, all required submittal materials, and the permit fee shall be submitted to:

**Growth Management Department
ATTN: Business Center
2800 Horseshoe Dr N
Naples, FL 34104
(239) 252-2400**