



# Concord Township,

Lake County, Ohio

7229 Ravenna Road  
 Concord Township, OH 44077  
 (440)354-7505 or 354-7506  
 www.concordtwp.com

## Temporary Special Event Sign Permit Application

SIGN INFORMATION	Address of Sign			
	Display Start Date	Display End Date		
	Sign Area	SF	Sign Height	FT
	Setback from Road Right-of-Way	FT		

APPLICANT	Name/Organization		
	Address	City	Zip
	Phone	Email	
	Person Responsible for Sign (if different than applicant)		
	Address	City	Zip
	Phone	Email	

SUBMITTAL REQUIREMENTS	<p>One (1) completed original application form for a temporary special event sign permit, and the following shall be submitted to the Zoning Office. Incomplete applications will not be accepted.</p> <ol style="list-style-type: none"> <li>1. Site map showing the location of the sign.</li> <li>2. Deposit amount of \$25 with application, which shall be refunded if the sign is removed by the expiration date.</li> </ol>
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TOWNSHIP REGULATIONS	Section 30.09C of the Zoning Resolution
	<ol style="list-style-type: none"> <li>1. One (1) temporary freestanding special event sign or banner shall be permitted for such use for a period not to exceed forty-five (45) days in a twelve (12) month period. This time period may be used for a single event or divided into smaller time increments for more than one event over the course of the 12 months, provided the total number of days used does not exceed 45 days in a 12-month period. Such signs shall be located no closer than ten (10) feet from any street right-of-way line. For a property with multiple tenants, each tenant is also permitted one (1) temporary sign and shall comply with the above time provision.</li> <li>2. In addition to the signs permitted in subsection 1 above, two (2) additional signs may be permitted on the lot of the special event for a period of not more than four (4) days during the time of the event, such as fairs, carnivals, auctions and similar activities. In addition, not more than two (2) off-site directional signs shall be permitted with the permission of the off-site property owner or authorized representative, only during the time frame of the special event activities.</li> </ol>

**I hereby certify all the above statements, submitted information, and attached drawings to be factual and representative of the existing and proposed conditions of the property relative to this application.**

APPLICANT (PRINTED NAME) \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT (SIGNATURE) \_\_\_\_\_

**\*\*\*TO BE COMPLETED BY CONCORD TOWNSHIP ZONING DEPARTMENT\*\*\***

DATE APPLICATION RECEIVED \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_ CASH OR CHECK NO. \_\_\_\_\_

**Deposit refunded ONLY if sign is removed within 48 hours of event.**

DATE SIGN REMOVED: \_\_\_\_\_ DATE DEPOSIT REFUNDED: \_\_\_\_\_

\_\_\_\_\_

Zoning Inspector

\_\_\_\_\_

Date