

TOWN OF SWANSBORO CODE ENFORCEMENT DEPARTMENT  
601 W. CORBETT AVENUE  
SWANSBORO, NC 28584  
PHONE: 910-326-4428 FAX: 910-326-3101

**COMMUNITY EVENT BANNER APPLICATION**

DATE: \_\_\_\_\_ PERMIT#: \_\_\_\_\_

APPLICANT/ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY LOCATION(S): \_\_\_\_\_

DIMENSIONS OF SIGN/BANNER/PENNANT/FLAG(S): \_\_\_\_\_

DESCRIPTION OF MESSAGE: \_\_\_\_\_

ESTIMATED COST OF BANNER/PENNANT/FLAG(S): \_\_\_\_\_

# OF DAYS DISPLAYED: \_\_\_\_\_ DATE TO BE TAKEN DOWN: \_\_\_\_\_

Per Chapter 152.269 (H) of the Unified Development Ordinance, the following types of sign shall be permitted in all districts, upon issuance of a permit approving the location of any such sign by the Administrator or his or her designee. No fee shall be charged for permits issued pursuant to this section.

(H) (1) Temporary banners and post-mounted signs for town-approved festivals and for events sponsored by non-profit organizations such as civic groups, church organizations, schools, and government agencies, provided that they are located in business, office and institutional, or government zoning districts along NC 24 or major thoroughfares and the following conditions are met:

- (a) Devices (signs and banners) are not installed more than 14 days prior to event and are removed within two days of event's end;
- (b) No more than eight devices are allowed for the same event at one time;
- (c) Devices are not placed in rights-of-ways and are placed only with the permission of the property owners;
- (d) Unsafe conditions are not created, and devices are not placed in unsafe locations;
- (e) Signs and banners are not displayed above a highway without town and NCDOT approval in writing;
- (f) Signs and banners are not placed within Historic District unless along Highway 24, on Town-owned property, or on private property within the B-2 HDO zoning district, provided that the sign or banner advertises a town sponsored/approved festival or event;
- (g) The maximum size for each sign or banner is 32 square feet. The maximum height shall not exceed six feet; and
- (h) Portable signs, including trailer or vehicle-mounted signs, are prohibited, except directional or public information signs placed by the town at the Town Manager's discretion, or by the North Carolina Department of Transportation.

(2) Organization representatives may, after appropriate training and orientation by the Town staff regarding the ordinance requirements, be licensed to install the types of temporary signs and banners allowed in this subsection without obtaining individual permits. Such licenses may be withdrawn if signs or banners are installed in violation of the ordinance requirements by the licensee or the organization that they represent. Licensees may be required to include identification and contact information on signs or banners that they install.

\*\*\*\*TOWN USE ONLY\*\*\*\*

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_