



# City of Canal Winchester

36 South High Street  
Canal Winchester, Ohio 43110  
Development Department  
Phone (614) 837-7501 Fax (614) 837-0145

## TEMPORARY USE/SPECIAL EVENT PERMIT APPLICATION

rev. 09/24/2013

### PROPERTY OWNER

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

Proposed Date(s) of the Special Event: \_\_\_\_\_

Will you be having a sign for this special event? Yes \_\_\_ No \_\_\_ (If Yes, attach a sketch of the sign showing its dimensions and indicate the colors to be used. See attachment for additional requirements.)

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Property Owner's or Authorize Agent's Signature**

\_\_\_\_\_  
**Date**

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_ / \_\_\_ / \_\_\_\_\_

Fee: \$ \_\_\_\_\_  
Paid

Historic District: \_\_\_ Yes \_\_\_ No

Preservation District: \_\_\_ Yes \_\_\_ No

Date of Action: \_\_\_ / \_\_\_ / \_\_\_\_\_

Application \_\_\_ No

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Approved: \_\_\_ Yes

\_\_\_ Yes, with conditions

Tracking Number: TU - \_\_\_\_\_

## **Temporary Use/Special Event Permit Application Attachment**

Required Materials per Chapter 1189.08(c)

Special Event Signs. Special event signs shall be defined as signs which are used to present knowledge regarding some special event of community importance such as a community festival. Such signs shall be considered as temporary signs, must be authorized by the Planning and Zoning Department before erection, and subject to the following requirements:

1. Not more than two (2) such signs regarding the same topic shall be erected at any given time and located no closer than one thousand (1,000) feet from each other.
2. Not more than four (4) special event signs shall be permitted at any given time regardless of topic.
3. No more than three (3) colors shall be included on such sign(s). For the purposes of this section, black and white shall be considered colors.
4. Where such signs are proposed to be located in or above a public right-of-way, no solid portion of the sign shall be located within fifteen (15) feet horizontally of any vehicular pavement not less than eighteen (18) feet above such pavement, or not within ten (10) feet horizontally of any sidewalk nor less than twelve (12) feet above such sidewalk. No fastening or tying device shall be located within ten (10) feet horizontally of any vehicular pavement nor less than fifteen (15) feet above such pavement, or not within five (5) feet horizontally of any sidewalk nor less than ten (10) feet above such sidewalk.
5. Such signs shall not be illuminated.
6. Such signs shall not be displayed for a period more than thirty (30) days before the event and shall be removed within forty-eight (48) hours after the event if located in any public right-of-way or within five (5) days if located elsewhere.
7. Flexible type signs such as banners shall be provided with internal air vents to adequately relieve wind pressure. Each temporary sign permit issued for the erection or maintenance of any sign located over a public street or sidewalk shall contain a condition that the permit holder furnish a bond set by Council to hold the Municipality harmless from liability for injury to third persons.