

Special Event Permit Application - Banner



Current Planning Division

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Planning and Development Services Department

www.opkansas.org

Application Fee: \$35.00 first two \$70 remaining two *(Waived for non-profit groups)*

Name of Business/Organization: _____

Address/Vicinity of Banner: _____

Application Date: _____ **Start Date:** _____ **End Date:** _____

Note: Special Event Limits (all types): four per business, two per residential leasing or sales per calendar year. Banner time frame - 15 days maximum

Event Name: _____

Banner Location: _____

Banner Size: _____

Banner Wording: _____
(Letters and background)

APPLICANT

Name: _____ **Contact:** _____

Address: _____ **Suite:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

PROPERTY OWNER

Name: _____ **Contact:** _____

Address: _____ **Suite:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Enter the name and address of the business or organization where the banner will be located.

Enter the first date and the last date the banner will be displayed.

Banner must be on the wall or tenant space of the business obtaining the permit. Banner cannot overlap onto other tenant spaces, obstruct doors or walkways.

The applicant should be the person or business responsible for the banner while it is up. Please give daytime business phone numbers.

The property owner should be the person or business that owns or manages the property, as opposed to the person who manages the business on that property. If this person is the same as the applicant, enter "Same as Above."