



## **SPECIAL EVENT BANNERS**

### **APPLICATION FORM**

In accordance with the provisions of Section 121-8 (Regulations for Temporary Signs) of the Mountain Brook Municipal Code, a Temporary Banner Permit is required.

Submit completed application to the City Planner (via email), indicating the following:

1. the desired text to be placed on the banner;
2. the dimensions of the banner;
3. the duration of time (dates when the banner is to be installed and removed).
4. the site address of the property involved and the name of the establishment or institution;
5. a contact name, contact phone and email address pertaining to the location where the banner will be placed;

### **REGULATIONS**

1. A maximum of one (1) banner per street frontage abutting the premises is allowed at any one time;
2. May be displayed no more than 21 days total per calendar year, all at once or intermittently;
3. The maximum display area allowed for any one banner shall be no greater than 20 square feet within the three traditional villages, otherwise, no greater than the maximum display area permitted for a General Business Sign at the permitted premises.
4. Allowed on private property only; shall not be placed in the public right-of-way or at off-site locations;
5. Shall be adequately secured at all corners to the façade of a building (but not to the roof), or to poles firmly affixed into the ground in the case of freestanding premises set back from the front property line; may not be attached to temporary structures;
6. May not be internally illuminated or backlit;
7. Must be constructed of durable material suitable to their location and purpose;
8. May not contain product advertisement;
9. Must be removed promptly at the expiration of the Temporary Banner Permit.

**NOTE:** If you have additional questions on the temporary banner application process, please contact Dana Hazen, City Planner at (205) 802-3816 or [hazend@mtnbrook.org](mailto:hazend@mtnbrook.org)

# SPECIAL EVENT BANNER PERMIT

(Insert Banner Text Here)

Height

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Width

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From: (Date) \_\_\_\_\_

To: (Date) \_\_\_\_\_

Site Address: \_\_\_\_\_

Establishment or Institution Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Ph: \_\_\_\_\_ Email: \_\_\_\_\_