



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

PLANNING AND ZONING OFFICE

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TEMPORARY SPECIAL SIGNS APPLICATION

BANNER

BANNERS

FLAGS

SPECIAL EVENTS SIGN

BALLOONS

STREAMERS

Contractor _____

Business Name _____

Contractor Address _____

Business Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

Email _____

Email _____

Item(s) to be displayed: _____

Indicate the details of the placement of the Special Sign(s), including where they will be placed and specify the type(s) of Special Sign(s):

Date to start display: _____ Date to end display: _____

Size of Special Sign(s) (Maximum of 80 square feet): _____

I hereby certify that the above is true and correct to the best of my knowledge, and it will be installed as stated on this application and accompanying documents.

Applicant's Signature _____ **Date** ____ / ____ / ____

For office use only

Permit # _____

Approved

Denied

Comments _____

Reviewed by _____ **Date** ____ / ____ / ____

Special signs must comply with the following:

Temporary Special Event Signs Requiring a Permit: Subject to all provisions and requirements of this article, except for the requirement for the approval of the Covington Historic District Commission, the following temporary special event signs, under the following conditions, may be erected and displayed upon the issuance by the City Planner of a temporary sign permit:

1. Permitted Signs:
 - a. Proposed project signs;
 - b. Street banner signs, streamers, and pennants in accordance with the provisions of Section 6.109;
 - c. Temporary signs preceding permanent sign approval.
2. Zoning Districts: Temporary special event signs shall be permitted to businesses located on an individual lot of record located in commercial zoning districts.
3. Duration: A temporary special event sign may be displayed at an eligible business for a period not to exceed fifteen (15) consecutive days. No more than four (4) temporary special event sign permits may be issued for any one business in each calendar year; a temporary special event permit shall not be issued more frequently than once every three (3) months; and the total number of calendar days that a business may display a temporary special event sign is sixty (60) calendar days.
4. Display of sign permit: The sign permit shall be maintained on the premises for inspection for the duration of the display of the temporary special event sign.
5. Size: The maximum permitted sign area per face shall not exceed the lesser of:
 - a. Fifty (50) square feet or
 - b. The maximum square footage allowed for a permanent sign for the zoning district.
6. Location Restrictions: Temporary special event signs shall not be located in or over a public right-of-way and shall not extend over a driveway unless at least sixteen feet (16') above the driveway surface.

Temporary Signs; additional requirements for erection or display with a permit:

1. Public service signs. Public service signs including street banner signs are permitted only in connection with the promotion or identification of special events of a civic, philanthropic, charitable or religious purpose.
 - a. *General application.* Any person, firm, corporation or organization in charge of any festival, spectacle, play, show or other event of such a general civic and public nature and who is in charge of placing, erecting, constructing and maintaining any public service banner, flag, emblem, bunting or freestanding public service sign upon or over any public street, or other public place in the city shall first secure a temporary permit subject to the approval of the Building Official and the conditions provided herein prior to the placement of the sign.

