

**City of Port St. Lucie**  
Code Compliance Division  
121 S.W. Port St. Lucie Blvd, Bldg. B  
Port St. Lucie, Fl. 34984  
Phone: (772)871-5010  
Fax: (772) 344-4181



## Application for Special Event Sign

Please submit application to:  
**Specialeventpermits@cityofpsl.com**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address of Applicant \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number of Applicant \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Name of Business/Organization \_\_\_\_\_

Address of Business/Organization \_\_\_\_\_

Purpose of sign: (Please check box that applies)

Special Event Sign (\$75)       "Just Opened" Please circle one: Banner or Feather Flags (Free)       Temporary Banner (\$75)

Date(s) signs will be displayed \_\_\_\_\_

**Signs must be removed within 48 hours after the event \*\* Initial\*\* \_\_\_\_\_**

**No signs are allowed to be placed in St. Lucie West \*\* Initial \*\* \_\_\_\_\_**

**Will signs be located in Tradition? \_\_\_\_\_ If yes, permission from Tradition Development is needed (Page 3).**

Number of signs/banners located in City Limits? \_\_\_\_\_

I have attached a detailed list of all sign/banner locations? \_\_\_\_\_

I have attached a drawing or picture of the sign(s) representing the dimensions of all signs/banners? \_\_\_\_\_

I have attached the wording of all signs/banners I will be placing out? \_\_\_\_\_

Responsible Agent for erecting and removing signs: \_\_\_\_\_

Phone Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Attach Copy of DL with Application \_\_\_\_\_

If you are claiming non-profit status, proof of non-profit status must be attached with the application \_\_\_\_\_

**\*Signs MAY NOT be placed in the city right-of-way, which includes the swale, unless permission from the City Council is granted. If this application requires City Council approval, please submit it at the Code Compliance office at least 3 weeks before your sign display date.**

Once the application is accepted by our office, the applicant will be contacted within 5-7 business days of approval. **All permit fees are non-refundable**

I, \_\_\_\_\_, do hereby agree to follow all city rules and regulations in the installing and removal of all signs, further, I understand that a special event sign permit does not give me or my group/organization permission to violate the City of Port St. Lucie sign codes, ordinances of any law. I am also aware of the special event sign code and if I do not pick up my signs and/or place my approved signs where indicated or allowed it is a violation of City Ordinance and may be subject to forfeiture of bond or littering citations per sign. I agree to indemnify and hold harmless the City of Port St. Lucie against any and all causes of action related to my, my business', and/or my employees' participation in the above event, and/or any and all causes of action arising out of the location and manner of said participation. Use of the City Logo is not permitted without specific authorization and approval by the City.

### ACKNOWLEDGEMENT THAT I HAVE READ "APPENDIX A"

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX A

(B) *Special event signs.* Temporary signs announcing special events to be sponsored by a charitable, educational, or religious institution or a commercial entity may be installed subject to approval by the Code Compliance Division based on a finding of compliance with the provisions of this section. No special event signs may be located within a public right-of-way, except as specifically authorized herein. Sign permits shall be allowed per schedule of special events listed in the Zoning Code. The signs may be in the form of flags, banners, pennants, or balloons and exhibited only for that period of time specified on the special event permit. The number of special events signs shall not exceed one hundred (100).

(1) *Application.* The applicant shall submit a written application on a form to be provided by the city which stipulates the conditions under which the temporary special event sign is being requested. The applicant shall submit a one hundred dollar (\$100.00) removal bond, refundable upon compliance with sign removal. The application should include the following:

(a) *Nature of the special event.* Include the location of the special event and daily schedule of activities.

(b) *Duration of special event.* Include dates of commencement and termination of the special event.

(c) *Type of signage proposed.* Include description of signage, dimensions (banners not to exceed fifty (50) square feet in area), materials used, method of construction and placement, including dimensions from driveway, right-of-way and edge of pavement, list of sign locations, and such other information as the city may require.

(d) *Responsible agents.* Identify the name and phone number of the sponsoring entity and principle contacts responsible for erecting and removing signage.

(e) *Temporary movable "A" frame—sandwich board type signs* Temporary movable "A" frame—sandwich board type signs which advertise specials or sales are permitted per [section 155.02](#), definitions. They may be placed by the entrance to the business as long as they do not block access to any part of the building or sidewalk per ADA Code regarding clearance standards. They shall not be placed in the parking lot, city right-of-way, landscaping or swales.

(f) Special event signs for city sponsored events may be placed in the right-of-way.

(2) *Removal.* Temporary special event signs must be removed within forty-eight (48) hours after the event for which they were posted has occurred.

(3) *Fees.* At the time of submission of an application for a special event sign permit, the applicant shall pay a seventy-five dollar (\$75.00) application fee.

(F) *Temporary banners.* A business that has a current business tax receipt and approved zoning compliance may have a temporary banner no more than three (3) times per year upon application and approval, provided that each time shall not exceed seven (7) consecutive days. The three (3) times, seven (7) day period may be successive but not exceed a total of twenty-one (21) days per calendar year. The banner shall only be permitted on the principal structure of property identified on the corresponding business tax receipt. Banners are not permitted on a roof structure. Each business is permitted to have one (1) banner, professionally created and maintained, and not to exceed thirty-two (32) square feet in area during the approved time.

In addition, a temporary banner shall be permitted during the holiday season from October 15 to January 2, when they meet the above criteria. Said banners for the period of October 15 to January 2, shall not count as part of the aforementioned twenty-one (21) day limit.

(G) *New Businesses "Just Opened" Temporary Banners.* A new business may display a temporary banner to show that their business has just opened. Such banners will be permitted for a thirty-day period from the date of the new business opening. The banner shall only be permitted on the principal structure of property identified on the corresponding business tax receipt. Banners are not permitted on a roof structure. Each new business is permitted to have one (1) banner, professionally created and maintained, and not to exceed thirty-two (32) square feet in area during the approved time.

(H) *New Businesses "Just Opened" Feather Flags.* A new business may display a temporary feather flag to show that their business has just opened. Such flags will be permitted for a thirty-day period from the date of the new business opening. The banner shall only be permitted on the principal property identified on the corresponding business tax receipt. Each new business is permitted to have one (1) flag if the business frontage is under one hundred (100) feet, and two (2) flags if the business frontage is over one hundred (100) feet. The square footage per flag may not exceed sixteen (16) square feet in face area and shall be at least ten (10) feet from the property lines.

Sec. 158.225

(G) An application shall be denied if:

1. The applicant has made any misrepresentations in the application.
2. The applicant fails to provide any of the items or information required.
3. The special event will substantially interfere with any other special event for which a permit has already been granted or with the provision of public safety or other city services needed to support of such other previously scheduled events.
4. The special event will have an un-mitigatable adverse impact upon residential or business access and traffic circulation in the area in which it is to be conducted.

(H) Any violation of any City ordinance shall result in the permit being revoked immediately and the violator being banned from holding an event in the City for a period of not less than twenty-four (24) months.

---

Related Contact Information:

**Tradition Development**

Jane Rowley  
10489 Meeting St.  
Port St. Lucie, FL 34987  
Email: [tthjane@aol.com](mailto:tthjane@aol.com) Phone: (772) 201-0129

**St Lucie West Commerical Association, Inc.**

**c/o Lang Management, Inc.**

8350 Commerce Center Dr  
Port St. Lucie, FL 34986  
Email: [tiffanyj@langmanagement.com](mailto:tiffanyj@langmanagement.com)  
Office: (772)489-9501 Fax: (772)429-5325