



6800 Main Street, The Colony, TX 75056
Phone 972-624-3158

Organization Event Sign Permit Application

Permit #: _____	Date: _____
City Co-Sponsored: <input type="checkbox"/> Yes	Fee = \$0
Not-for Profit: <input type="checkbox"/> Yes	Fee = \$15
Fee included in Special Event Packet: <input type="checkbox"/> Yes	

**THIS APPLICATION IS FOR INCLUSION ON THE ORGANIZATION EVENT SIGN BOARDS
CITY OF THE COLONY**

**ALL SIGNS ARE TO BE 11.5 INCHES TALL AND 48 INCHES WIDE.
CONTENT, COLOR AND DESIGN ARE SUBJECT TO REVIEW.
JPG FORMATTED GRAPHIC OF SIGN IS REQUIRED AT TIME OF REVIEW.**

THE CITY OF THE COLONY IS NOT RESPONSIBLE FOR DAMAGE TO OR ILLEGAL REMOVAL OF SIGNS.

*Applications must be complete before processing. Applications must be received thirty (30) days prior to the desired posting of the placards.
Each event will be allowed one placard space per location for a maximum period of three (3) weeks.
Each group will be allowed to utilize the Organization Event Sign space a maximum of three (3) times during a six (6) month period.
The six (6) month period begins on the day the application is submitted to the City.*

Organization: _____

Wording on Placard (All placards shall be 11½" tall and 48" wide): _____

Start Date: _____ End Date: _____ **(ALL SIGNS RUN FROM MONDAY TO MONDAY)**

PDF File of event must be supplied or a Website address: _____

Placard Information: The placards will be displayed for a maximum period of twenty-one (21) days. A separate application may be made to re-apply for the same placard to remain for an additional twenty-one (21) days. An additional fee is required. However, other organizations/ events that have applied for placard space will be given priority over those organizations/events that are re-applying for a second twenty-one (21) day period.

Contact person:

Name of applicant _____ Phone _____

Email _____

Sign Company:

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Fax _____ E-mail _____

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the most recently adopted International Building Codes and all other applicable state and local laws, ordinances, and regulations.

Applicant / Agent Name (PRINT) _____

Applicant / Agent Signature _____ Date _____

BELOW THIS LINE TO BE FILLED OUT BY CITY STAFF

APPLICANT CONTACTED BY PHONE/EMAIL: _____ **DATE:** _____

STAFF INITIALS _____

DURATION: TOTAL NUMBER OF WEEKS: _____ **FROM (DATE):** _____ **TO (DATE):** _____