



Please use blue or black ink to fill out this form.

**Special Event\Temporary Use**  
 153 Willowbend Rd, Peachtree City, GA 30269  
 P: 770-487-5731 F: 770-631-2552  
**WWW.PEACHTREE-CITY.ORG**

**Permit Fee: \$25.00**

Receipt # \_\_\_\_\_  
 Date Filed \_\_\_ / \_\_\_ / \_\_\_  
 Fee \_\_\_\_\_ Issued by \_\_\_\_\_  
*Office Use Only*

<b>LOCATION</b>	Street Address _____	<input type="checkbox"/> No more than four (4) special event\temporary use permits shall be issued for any site in any calendar year. <input type="checkbox"/> No single temporary use permits may be issued for more than seven (7) consecutive days. <input type="checkbox"/> Banners for Special Events shall not exceed 35 SF. <input type="checkbox"/> The maximum size for the total of all special event signs shall not exceed 72 SF. <input type="checkbox"/> Permits will be reviewed to assure that the proposed Special Event\Temporary Use will not pose a health or safety hazard or be detrimental to the public welfare.
	<b>Zoning District:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial\Industrial\Office	
	<b>Event \ Temporary Use:</b> <input type="checkbox"/> Manned <input type="checkbox"/> Unmanned	<b>Start Date:</b> _____ <b>End Date:</b> _____ (Max. 7 consecutive days)

<b>EVENT</b>	Properties in commercial, office and industrial districts wishing to erect special event signs and devices including portable signs and spectacular signs and devices, may do so only by obtaining an approved permit, under the conditions and requirements listed on the back of this permit or in Sec 66-19 of the City Ordinances.															
	Nature of Use _____ Contact Person _____ Phone # _____ Email _____ Hours of Event: _____ to _____ # of Attendees: <input type="checkbox"/> ≤ 20 people\hr <input type="checkbox"/> ≥ 20 people\hr _____	Check all that apply <input type="checkbox"/> Inflatable Recreation <input type="checkbox"/> Porta-Johns <input type="checkbox"/> Tents <input type="checkbox"/> Stage <input type="checkbox"/> Banner <input type="checkbox"/> Portable Signs <input type="checkbox"/> Other _____	<table border="1"> <thead> <tr> <th>Quantity</th> <th>Size</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Quantity	Size	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>TEMP. USE</b>	Commodities that are for sale or for lease as well as any other products and materials that are associated with a particular business shall not be displayed or stored outside in any commercial area may do so, only by obtaining an approved permit, under the requirements listed on the back of this permit or in Sec 908.7 of the City Ordinances.		
	Nature of Use _____ Contact Person _____ Phone # _____ Email _____ Hours of Event: _____ to _____	Outside Display Type <input type="checkbox"/> Plants\Garden Sale <input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Equipment Sale <input type="checkbox"/> Other _____	<b>REQUIREMENTS</b> Temporary Uses are confined to an area no more than six feet from an exterior wall of the primary building on a zoning lot and they comply with the following requirements: a. They do not encroach into a zoning setback area, a required buffer, or a landscaped area; b. They do not interfere with pedestrian or vehicular traffic on the site; c. They do not occupy more than 12 lineal feet of space along an exterior wall; d. They are not stored or displayed outside for more than 24 consecutive hours; and e. There is no sign that is legible offsite that is associated with the materials that are stored or displayed; or

<b>SITE DRAWING</b>	Please draw event\temp use layout on your site - Label & Show dimensions          (Add separate sheet if necessary)	*Signature verifies that applicant is the owner or legally authorized agent of the property. Applicant verifies that information is correct and accepts responsibility for compliance with section 908.7 of the Peachtree City Zoning Ordinance (Outside Display) and section 66-19 of the Peachtree City Sign Ordinance.  <b>Signature of Applicant:</b> _____  <b>Date:</b> _____
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**OFFICE USE**

This application has been reviewed and approved with the following comments and conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Occupancy Permit <input type="checkbox"/> Traffic Congestion Fire Marshall: _____ Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Occupancy Permit <input type="checkbox"/> Traffic Congestion Police Dept: _____ Date: _____
This application has been reviewed and denied for the following reasons: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date of last permit _____ Planning Dept: _____ Date: _____

# SPECIAL EVENT & TEMPORARY USE ORDINANCE

For the complete Ordinances, please reference the Peachtree City's Code of Ordinances

## Sec. 908.7. Outside Display Standards.

Commodities that are for sale or for lease as well as any other products and materials that are associated with a particular business shall not be displayed or stored outside in any commercial area unless:

- (a) Commodities that are for sale or for lease as well as any other products and materials that are associated with a particular business shall not be displayed or stored outside in any commercial area unless:
    - (1) They are in an approved, permanent, fully enclosed space; and they are reasonably screened from public view;
    - (2) They are stored or displayed in accordance with the specific understandings and conditions of a site plan that has been approved by the planning commission as a part of the site plan review process;
    - (3) They are confined to an area no more than six feet from an exterior wall of the primary building on a zoning lot and they comply with the following requirements:
      - a. They do not encroach into a zoning setback area, a required buffer, or a landscaped area;
      - b. They do not interfere with pedestrian or vehicular traffic on the site;
      - c. They do not occupy more than 12 lineal feet of space along an exterior wall;
      - d. They are not stored or displayed outside for more than 24 consecutive hours; and
      - e. There is no sign that is legible offsite that is associated with the materials that are stored or displayed; or
    - (4) A temporary use permit is secured for such display or storage.
  - (b) A temporary use permit may be issued by the zoning administrator in accordance with the following criteria:
    - (1) No more than four temporary use permits may be issued for any zoning lot in any calendar year.
    - (2) No single temporary use permit shall be issued for more than seven consecutive days.
    - (3) Prior to the issuance of a temporary use permit, an applicant must submit an application to the city planner for city staff review and approval in order to assure that the proposed temporary use will not pose a health or safety hazard or be detrimental to the public welfare.
    - (4) No sign that is legible offsite shall be displayed in conjunction with the temporary use permit.
  - (c) Trucks making a delivery to a business in a commercial area shall not park in that area for more than two hours after the delivery is made. Trucks that are not making a delivery shall not park in a commercial area unless the owner of the truck is the owner of a business in the commercial area or unless the truck driver is actually doing business in the commercial area.
  - (d) No vehicle which displays advertising for a business in a commercial area (with the exception of a door panel sign not more than four square feet in area and no more than 48 inches above the ground) shall be parked so that the advertising is legible from a public street.
  - (e) Trucks over 20 feet in length, trailers, and tractors designed to be used with detachable trailers shall not be stored in a commercial area for more than two hours unless they are stored at a designated loading dock or at some other area designated for such storage on a site plan that has been approved by the planning commission as a part of the site plan review process.
  - (f) Products shall not be sold from any truck or trailer parked or stored in a commercial area unless they are in an area that has been designated for such use on a site plan that has been approved by the planning commission as a part of the site plan review process.
  - (g) No occupant of any vehicle that is parked in a commercial area for any reason shall be allowed to sleep overnight within that vehicle.
- (Ord. No. 404, 8-21-1986; Ord. No. 562, 4-18-1991; Ord. No. 698, 11-5-1998; Ord. No. 859, 10-6-2005)

## Sec. 66-19. Special Event Permits.

- (a) In addition to signs otherwise permitted in this chapter, properties in commercial, office and industrial districts wishing to erect special event signs and devices including portable signs and spectacular signs and devices, may do so only by obtaining a permit under the following conditions and requirements:
  - (1) Application. Prior to display of a special event sign, an application for a permit shall be filed with the city planner. One permit shall be issued to cover all signs and devices during the period of permit coverage. Handling of permit requests shall conform to section 66-7. All signs and devices to be covered by the permit shall be specifically described as to their construction and/or composition and location on the business premises.
  - (2) Size. Banners for special events shall not exceed 35 square feet and shall comply with the regulations of this chapter. The maximum size for the total of all special event signs shall not exceed 72 square feet.
  - (3) Number of permits. The maximum number of special event permits to be issued to a single premise in a business, office or industrial district shall be four per year. Each permit shall be issued for no more than seven consecutive calendar days.
  - (4) In considering an application for a special event sign, the city planner shall only consider the size of signs and number of permits issued, and shall not consider the content of the signs.
- (b) Except as modified by this section all special event signs or devices must comply with all other applicable regulations and conditions set forth in this chapter governing their usage.

## Sec. 66-5. Prohibited signs.

- (1) Signs imitating warning signals; signs displaying lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance or rescue vehicles; signs using words, slogans, dimensional shape or size, or colors of governmental traffic signs in such a manner as to resemble official traffic signs.
- (2) Signs with lights blinking and/or flashing in series, lines, or rows.
- (3) Flashing, blinking, fluctuating, or otherwise animated signs.
- (4) Signs attached to fences, trees, utility poles or boxes or traffic control devices; signs painted on or otherwise attached to rocks or other natural objects; signs, other than those placed by a local, state or federal government, located within the public street right-of-way or within five feet of the edge of curb or closest edge of the pavement of any public street.
- (5) Signs emitting or utilizing in any manner any sound capable of being detected on a public road by a person of normal hearing.
- (6) Signs which obstruct any fire escape, any means of egress or ventilation, or prevent free passage from one part of a roof to any other part thereof; signs attached in any manner to any fire escape.
- (7) Banners, fringe, twirling, sidewalk or curb-type signs, balloons, streamers, pennants, portable display signs, air or gas filled figures and other similar temporary signs, other than as specifically authorized in this chapter.
- (8) Roof signs.
- (9) Signs displaying any statement, word, character or illustration of an obscene nature.
- (10) Illuminated signs from or to which direct rays of light are projected onto a lot other than on the lot where the illumination occurs.
- (11) Portable signs, other than as specifically authorized by the sign ordinance.
- (12) Search lights or similar devices.
- (13) Vending machines, trash cans, or other outdoor devices which display a commercial message if the total area of the commercial message is more than two square feet in area.
- (14) Animated signs. (15) Awning signs.
- (16) Internally-illuminated signs. (17) Marquee signs.
- (18) Bench signs.

## Sec. 66-18. Signs permitted within the Public Right of Way.

- (a) No signs shall be allowed in the public right-of-way, except as otherwise provided in this chapter and as follows:
    - (1) Temporary signs shall be permitted in all zoning districts.
    - (2) Temporary signs shall be freestanding and not attached to any building, post or structure other than those approved within this chapter.
    - (3) All signs permitted within city-owned right-of-way shall be brown and buff in color, and printed on a surface no larger than 12 inches in height and 15 inches in width. Signs may be posted on a stake or stand so as not to exceed a total height of 36 inches from finish grade to the top of the sign.
    - (4) All permitted temporary signs shall be placed a minimum of five feet and a maximum of ten feet from the edge of pavement or back of curb, within 50 feet of the intersection of a street, and shall not obstruct vehicular, pedestrian or golf cart traffic in any manner. For purposes of this chapter, the right-of-way shall be considered approximately ten feet behind the edge of pavement or back of curb.
    - (5) Permitted temporary signs shall not be placed within any median strip, along the rights-of-way of State Routes 54 or 74, or within the right-of-way of any street within 200 feet of any intersection with State Highway Routes 54 and 74.
  - (b) Signs permitted--permit required. Temporary signs within the public right-of-way shall be allowed only by permit approved by the city except as specified in subsection (c). Such application shall be submitted on the form provided by the city planner or his designated official. The size, height, color, location, and period of display for all temporary signs associated with a single event shall be stipulated upon each application.

The city planner shall review each request and may issue a temporary sign permit consistent with the following regulations:

    - (1) Temporary signs shall be limited to city-recognized holidays and/or functions, charitable events, baby announcements, graduation announcements, lost pet signs or any other message a property owner wishes to display provided that no commercial message or logo is displayed.
    - (2) Signs for special events sponsored by the city, community groups or civic clubs for public events or public celebrations may be permitted. Such signs shall be approved on an individual basis as to size, height, color, location and period of display.
    - (3) Tethered hot air balloons, other inflatable objects, spinners and banners attached to temporary signs are not permitted.
  - (c) Duration of signs. All signs in the public right-of-way shall have a date written thereon indicating the date that the sign was installed. No sign shall be displayed for more than 14 days. Any sign that is installed without a date shall be removed.
  - (d) Forfeiture of signs. Any sign installed or placed on public property, except in conformance with the requirements of this section, shall be forfeited to the public and subject to confiscation. In addition to other remedies hereunder, the city shall have the right to recover from the owner or person placing or maintaining such a sign the full costs of removal and disposal of such sign. This cost shall be the same as that established by city council for a sign permit application submittal fee.
- (Ord. No. 891, § 1, 10-5-2006)

## Sec. 66-3. Definitions.

- Sign** means any structure, display, or device that is used to advertise, identify, direct, or attract attention to a business, institution, organization, person, idea, product, service, event or location by any means, including words, letters, figures, design characteristics, symbols, logos, fixtures, colors, movement or illumination. Individual signs shall be defined as follows:
- A-frame or easel sign** means a portable sign consisting of two sign faces placed back-to-back and hinged together at the top in such a manner that each sign face leans toward the other, connecting at the top and forming a self-supporting structure which is not permanently affixed to the ground.
- Animated sign** means any sign or attention-getting device, including spinners, which involves motion or rotation of any part by any means, or which is illuminated by flashing, intermittent, or color changing light or lighting, or which uses movement or change of lighting to depict action or create a special effect or scene.
- Awning sign** means a sign imposed or painted upon an awning (prohibited).
- Banner sign** means any sign of lightweight fabric or similar material that is mounted to a building or structure. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.
- Blade sign** means a sign affixed to a wall and extending more than four inches from the surface of such wall and perpendicular to the wall surface.
- Changeable copy sign** means a sign panel that allows the display of words, numbers, symbols and/or graphics on a temporary basis by the use of interchangeable letters or graphics manually mounted to the sign face.
- Directional sign** means a sign used to give direction or specific instruction to the public, such as, but not limited to, "enter," "exit," "no parking," "drive through," "rest room," etc. Such signs shall contain only instructional information, and shall not contain any logos, trademarks, or other commercial message.
- Externally-illuminated sign** means any sign that is partially or completely illuminated at any time by an artificial light source that directly or indirectly illuminates the face of the sign from outside the sign structure.
- Internally-illuminated sign** means any sign that is illuminated by an artificial light source from within the sign structure over any or all of its sign face (prohibited).
- Marquee sign** means any sign attached to, in any manner, or made a part of a marquee (prohibited).
- Monument sign** means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A monument sign may include individual letters, numbers, figures mounted on a surface composed of stone, brick or other permanent structures. The supporting structure must rest on the ground.
- Portable sign** means any sign not permanently attached to the ground or other permanent structure, or sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal, day-to-day operations of the business, then the vehicle shall be parked in a designated parking space at the location of the business and furthest from the right-of-way at the location of the business.
- Special event sign** means a temporary sign utilized in conjunction with and for the same time period as a valid special event permit issued by the city.
- Spectacular sign or device** means spectacular sign or device includes, but is not limited to:
  - a. Any piece or strip of cloth, paper, canvas, plastic or similar material, including banners, but excluding flags, on which a message, slogan or emblem is painted, drawn or otherwise projected, colored or shaped for the purpose of advertising or drawing public attention;
  - b. Any advertising display, sign or copy that is animated;
  - c. Balloons, air and gas filled devices;
  - d. Streamers;
  - e. Other attention-getting devices.
- Temporary sign** means any sign that is used only temporarily and is not permanently mounted or affixed to the ground.
- Wall sign** means a sign that is fastened directly to the exterior wall of a building and extends from the surface of the wall no more than 15 inches.
- Window sign** means any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window, and is intended primarily to be viewed from the exterior of the premises. Glass doors are to be considered windows for the purposes of administration of this article. Merchandise located within a window shall not be considered a window sign, as long as there are no commercial messages attached to or associated with the display of merchandise.