



Limited License Application for Festival or Public Event Banner(s)

(See the requirements on page two before completing this form!)

Date of Application: _____

Office Use Only:
Permit #: _____

Applicant Organization: _____

Contact Person: _____ Signature _____

Email: _____ Phone: _____

Organization Address: _____

Event or Promotion: _____

Purpose: _____

Is it open to the general public? Yes No

Is there a fee or prequalification to attend? Yes No

If yes, what is required to attend? _____

Banner Size: _____ Number of Banners to be Placed: _____ Type: _____

Wording to be used: _____

Display Start Date: _____

Display End Date: _____

List locations of all signs to be placed and which corner(s) of the intersection (Contact us for site plans. Attach a list if this space is not adequate)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reviewed by: _____

Approved Denied

Date: _____

Sec. 18-308. - Festival or public event banners.

Signs announcing specific events or promotions that are of a legitimate public benefit to the community at large may be erected within the public right-of-way when authorized by a "limited license" approved by the City Manager or designee. The size, number, type, and wording of such signs must be specified in the license, as well as their location and duration of use. Because of their unique location within the public right-of-way, such banners shall not be placed so as to interfere with legitimate traffic and safety concerns.

If such a limited license is denied by the City Manager or his designee on the grounds that the sign to be licensed does not announce an event or promotion that is of legitimate public benefit to the community at large, the applicant for the license shall have the right to appeal to the Council of the City of Norman. Such appeal shall be taken by filing with the City Clerk within ten (10) working days after denial of a license by the City Manager or his designee a written statement setting forth fully the grounds for the appeal. After receipt of the written statement, the City Clerk shall schedule the appeal for hearing by the City Council on the next available agenda. The applicant shall be notified of the time of the hearing at least seven (7) days prior to such hearing. Proper mailing to the address shown on the application shall be adequate notification. The decision and order of the Council on such appeal shall be final and conclusive.

(Ord. No. 0-9596-6; Ord. No. 0-1415-35, § 1)

General Guidelines

1. The event advertised must be legal and open to the general public without a fee or qualifier. The banner(s) may only announce specific events or promotions that are of a legitimate public benefit to the community at large. No commercial advertising is allowed, though a minor portion may include identification of a sponsor.
2. The license only applies to banner type signs as stated in the title of the ordinance above.
3. A Limited License is required prior to any sign placement, though there is no fee involved. The application shall be submitted to Code Compliance for review. This may be accomplished by emailing questions or completed applications to kelvin.winter@normanok.gov or by mailing or visiting this office at 201 "A" W. Gray St. Norman, OK 73069, or by telephone at 405-366-5348.
4. Banners may not be placed in such a way as to interfere with pedestrian or vehicular traffic, which includes visually obstructing traffic, as well as any other safety concern. Staff may provide assistance in providing relocation information or minor adjustments in location if needed to remedy any interference that may occur. Placement will be in the right-of-way or on city property.
5. There is an appeal process for denial of a Limited License, which must be filed with the City Clerk within 10 days of the denial.