

Limited License Application
for Festival or Public Event Banner(s)
(see application information on reverse side)

Date of application: _____

Applicant Organization: _____
Contact Person: _____
Email: _____
Phone: _____
Address: _____

Event or Promotion: _____
Purpose: _____
Is it open to the general public (Yes or No)? _____
Is there a fee or prequalification to attend (Yes or No)? _____
If Yes, what is required to attend? _____

Banner Size: _____ Number: _____ Type: _____
Wording: _____

Display dates from _____ until _____

Locations (list locations below or attach list) (also see Planning Dept. for site plans):

Approved: _____ or Denied: _____ By: _____ Date: _____
Comments:

Number LL - _____

Ordinance - Section 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 general 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. O-1415-35)

General Guidelines.

1. The event advertised must be legal and open to the general public without a fee or qualifier. The banners may only announce specific events or promotions that are of a legitimate public benefit to the community at large. No commercial advertising is allowed. However, a minor portion may include identification of a sponsor.
 2. The license only applies to banner type signs as stated in the title.
 3. A Limited License is required. There is no fee. The application shall be filed with the City Planning Department. The Sign Code Official is available to help by calling 405-366-5441 or visiting 201 'A' West Gray Street.
 4. Approval by the Planning Department is required before placement of banners.
 5. Banners may not be placed where they interfere with traffic and safety concerns. Staff will help with specific locations so they are not a hazard to the public. The City of Norman does not have predetermined locations. Each is specific to the site. Placements are always in the City rights-of-way or on City property.
 6. If a limited license is denied because it is not an event of legitimate public benefit to the community, an appeal may be filed with the City Clerk within 10 days, as explained in the paragraph above.
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