



CITY OF CEDAR PARK CODE COMPLIANCE  
**CIVIC / NON-PROFIT SIGN APPLICATION**

**Permit Number:** \_\_\_\_\_

**PLEASE ATTACH COPY OF 501 (C) (3)**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**PERMIT DATES:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email** \_\_\_\_\_

Permitted Temporary Event Directional on-premise and off-premise signs may not exceed a maximum of four square feet and shall be placed using wood or angle iron stakes. Off-premise signage shall be placed at least twenty-five (25) feet from the intersection, with a minimum of ten (10) feet setback from the curb. No more than two (2) signs shall be placed within one thousand (1,000) feet from an intersection.

Escrow is waived. Signs shall be allowed for a maximum of fourteen (14) calendar days per event.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



**AGREEMENT & CERTIFICATION OF**

**TEMPORARY CIVIC/NON-PROFIT SIGN PERMIT**

Sec. 13.01.012 Other sign regulations (f)(6) Civic/Non-Profit signs require a permit with no fee, shall not exceed four (4) sq. ft. Signs shall be allowed for a maximum of fourteen (14) calendar days per event. Signs shall be placed at least twenty-five (25') feet from an intersection and a minimum of ten (10') feet from the curb line. Signs shall not be placed anywhere in the center median of a public or private street.

We ask that you make copies of the permit and place a copy on each sign to ensure that your signs are not picked up by the City or any contractors.

All signs MUST be picked up by the expiration date.

**Failure to pick the permitted signs up within the expiration date may result in Class C misdemeanor charges being brought against you per sign – per day the sign remains out past expiration date.**

**I CERTIFY THAT THIS EVENT IS FOR STRICTLY NON-PROFIT PURPOSES, AND NO PROCEEDS FROM THIS EVENT BEING ADVERTISED ON THIS SIGN WILL BE FOR PROFIT. ALL MONIES MADE FROM THIS EVENT WILL BE USED FOR:**

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**ALL OF WHICH ARE NON-PROFIT ACTIVITIES COVERED BY IRS FORM: 501 (C)(3).**

I have read the Civic / Non-Profit Sign ordinance above, and agree with the ordinance and the terms of the permit.

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Signature

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Event

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Print Name

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Date