



**City of Rohnert Park  
Development Services  
Planning Division**  
130 Avram Ave  
Rohnert Park, CA 94928  
(707) 588-2231  
[www.rpcity.org](http://www.rpcity.org)

# Special Event Signs and Banner Permit

The City of Rohnert Park Planning Division is authorized to issue a permit for the use and display of signs or banners that advertise and publicize special events held within the City of Rohnert Park which are sponsored by a public agency, or local charitable organization or a local community or service group operated as a nonprofit organization for the benefit of residents of the community. Signs or banners that advertise and publicize special events, including but not limited to grand openings, religious services, and athletic sign-ups, are also permitted.

### Type or Print Legibly

<b>Property/Business Address:</b>
<b>Name of Project or Organization:</b>
<b>Contact - List names, addresses, and phone numbers of three adults within the organization:</b>

**A maximum of two signs up to 32 square feet each**, located on the property where the event is taking place, and up to three banners located on approved City property as listed below, are allowed.  
**The term that the sign or banner may be displayed shall not exceed 14 days, no more than four times in any calendar year, or 30 consecutive days twice a year.**

### Complete the following:

#### City approved banner locations: (check which location(s) banners will be displayed:

- Westside of Commerce Boulevard, (near Arlen Drive, on landscape strip adjacent to Highway 101)
- Northeast corner of East Cotati Boulevard and Synder Lane
- South Side of Rohnert Park Expressway at Hinebaugh Creek (near "Welcome to the City of Rohnert Park" sign proceeding towards Stony Point Road)

Dates banners to be displayed: \_\_\_\_\_  
\_\_\_\_\_

#### A \$200 deposit via check shall be submitted to the City. Upon removal of all signs, please select one of the options for how to handle the check once all signs are removed:

- 1) Initial if deposit to remain on file for future events for up to 10 months\*: \_\_\_\_\_
- 2) Initial if deposit to remain on file may be shredded at the end of 10 months: \_\_\_\_\_
- 3) Initial if deposit to be returned following the event\* \_\_\_\_\_
- 4) Initial if deposit may be shredded following the event: \_\_\_\_\_

\*Provide a self-addressed & stamped envelope

#### Staff Use Only:

Date of banner issuance & deposit: \_\_\_\_\_

Date deposit returned: \_\_\_\_\_