

TOWN OF COLLIERVILLE

Frequently Asked Questions about Special Event Signs

Planning Division
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Before the Event: You can obtain a temporary sign permit from the Planning Division to display a sign/banner up to 60 days per year. It can't be more than 32 square feet, 6 feet tall, and no closer to the road than 10 feet. The banner can be hung on the building if you don't want to put it on stakes.

Temporary Sign Permit applications can be found at the following location on the Town's website: <https://www.colliervilletn.gov/government/town-departments/development/planning/regulations-forms-and-deadlines/applications-checklists-and-forms>.

Temporary Sign Permit applications can be submitted online on the customer "portal" page: <https://collierville.portal.iworq.net/portalhome/collierville>. Contact the Planning Division at 901-457-2360 or planning@colliervilletn.gov if you have any questions.

Within 24 Hours of Event: Within 24 hours of an event with paperwork officially on file with the Town, signage options open up considerably and signs erected during that window of time do not need a permit. They do need to meet certain parameters to prevent the Town from removing them.

Off-premises Signs: Examples include on private property (with permission). Don't put signs in the public right-of-way. Events often have these signs within a few blocks of the event location to help patrons find the event and parking.

- The maximum number of off-premises special event signs shall be one per lot.
- The maximum sign area of off-premises special event signs shall be six square feet.
- The maximum height of off-premises special events signs shall be five feet.

On-premises: Special event signs not visible off the lot are exempt from these requirements (examples include internal directions signs, booth signs, etc). Signs visible off the lot shall comply with the following requirements.

- Handheld signs can't be any closer to the road than 10 feet from the curb for public safety.
- In addition to the "60 day" banner before the event, the maximum number of on-premises special event signs per lot shall be one per street frontage (example would be "event today from 8am-4pm").
- The maximum height of an on-premises special event sign shall be six feet and it can't be any closer to the road than 10 feet.
- The maximum sign area of an on-premises special event sign shall be 32 square feet.