



**All Community Development permit applications are submitted through the PROJECT PORTAL link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.**

<https://cityworks.brookhaviga.gov/ProjectPortal>



### Special Event Sign Permit Application Checklist

Any applicant wishing to erect signage for a special event must complete the following form. A deposit according to the following scale shall be submitted at the time a permit is issued. The fee is refundable only upon submittal of an affidavit that all signs associated with the event have been removed. **Such affidavit must be submitted within seven (7) days of the conclusion of the event, or the deposit shall be forfeited.** It is the responsibility of the applicant to contact the City for the appropriate affidavit and have it signed and dated within the allotted seven days to receive the refund.

Total Number of Signs Erected	Deposit
0-10	\$100
10-50	\$250
50-100	\$400
100-200	\$750
200+	\$900