



# **COMMUNITY GARAGE SALE SPECIAL EVENT SIGN PERMIT APPLICATION AND PERMIT**

Introduction and Community Garage Sale Signage  
Regulations and Process  
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These pages are to be completed and submitted  
to the Town for review.

# Town of Parker

## Community Event Permit Application

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### **Introduction**

The Town of Parker Municipal Code, Chapter 10.08, requires that a **COMMUNITY EVENT PERMIT** be obtained from the Town before any group or individual can conduct an organized event on, or directly impacting, Town property or roadways within Town limits. An organized event is defined as any parade, rally, block party, community and/or Home Owners Association garage sale, or other such gathering of ten (10) or more persons upon public property and rights-of-way, or upon privately owned property where the event is likely to impact the normal flow of pedestrian or vehicular traffic on public property or rights-of-way. Parades for commercial purposes are not permitted.

An application for a permit may be filed **NO EARLIER THAN FORTY FIVE (45) DAYS** before the event, but **SHOULD BE RECEIVED NO LATER THAN FORTY-FIVE (45) DAYS BEFORE** the actual event date to assure adequate review time by Town staff and outside agencies.

It is the Town's policy to regulate events involving the use of, or impact to, Town property, public facilities or roadways in the interests of public safety, loss control, and limiting liability. This key tenet of the Town's Risk Management Program is a sound management approach.

It is the Town's goal to assist event organizers in planning safe and successful events that create a minimal impact on the Town's resources and facilities. We hope that you find these instructions helpful in completing the application.

### **Community Garage Sale Signage Requirements**

- Only two (2), Community/HOA Garage Sale events are permitted per calendar year, per Community/HOA.
- The HOA/Community must provide a site plan that identifies the location(s) of the signs that meet all of the following locational requirements:
  - a. Only two (2) signs permitted per major access point with a maximum of ten (10) signs.
  - b. Signs shall be at least 6 feet from the back of the curb.
  - c. Signs shall be located no less than 10 feet from any other Community Garage Sale Sign.
  - d. Signs shall not be placed in medians, roadways, shoulders, or bike paths.
  - e. Signs shall not block pedestrian walkways.
- Signs shall not be attached to public utility poles, traffic and other directional signs, vehicles, utility boxes, or trees.

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- Signs shall not have anything attached to such signs such as balloons, streamers, pennants, lighting or moving parts.
- Signs may only be posted 1 week prior to the garage sale and must be removed within 1 day of the community garage sale ending.
- 32 square feet per sign face maximum. Signs shall be structurally sound, durable, weather resistant, and anchored safely and sufficiently to maintain a high quality appearance.

### **Permit Approval**

The application may be approved and a permit issued only after all requirements (above) are met. When approved by the Planning Department, the permit will be issued and made available for the applicant. The applicant must provide an original signature and agree to the terms of the permit. Event coordinators must have the permit accessible for inspection by Town officials for the duration of the approved event.



# COMMUNITY GARAGE SALE SPECIAL EVENT SIGN PERMIT APPLICATION/PERMIT

Please Print Legibly

<b>GENERAL INFORMATION</b>	Community/HOA Name:	
	Community/HOA Contact Name:	
	Phone:	Email:
	Physical Address:	

<b>GARAGE SALE INFORMATION</b>	Date(s) of Community Garage Sale Signage:	
	Garage Sale Signage Begin Date: _____.	
	Garage Sale Signage Removal Date: _____.	
	Location(s)/Road Intersection(s) of Community/HOA Garage Sale signs (must meet Town of Parker locational requirements attached):	
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>	
	Emergency Contact:	Phone:

	Email:
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<b>Town of Parker Review</b>	APPROVED:	DENIED:	Date:
	Comments / Conditions:		
	Signature:		Date:

*I certify that the information contained in this application is correct and that I am authorized to sign this application on behalf of the HOA. I have read and understand all of the conditions, procedures, and instructions that are required in order to obtain the permit, and I agree to comply with each of those conditions, procedures, and Town of Parker regulations regarding Community Special Event/HOA Garage Sale signage.*

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Applicant
Date