

**OFFICE OF
BOARD OF SUPERVISORS
WARREN COUNTY, MISSISSIPPI**

913 Jackson Street
Vicksburg, MS 39183-2519



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COUNTY ADMINISTRATOR
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CHANCERY CLERK
B. BLAKE TELLER
ATTORNEY

March 17, 2025

City of Vicksburg
Board of Mayor and Alderman
1401 Walnut Street
Vicksburg, MS 39180

Dear Gentleman,

I am writing to request approval for the use of the sign holder at Walgreens Pharmacy on Halls Ferry Road from May 22 to June 9, 2025, to advertise the upcoming Warren County Household Hazardous Waste Day. This annual event is scheduled to take place on June 7, 2025, at the Sherman Avenue Elementary School parking lot.

While we understand that the typical permit duration is two weeks, the additional days would provide our Road Department employees with the necessary flexibility to coordinate the distribution and pickup of the sign around their work schedule.

Attached is the completed Sign Permit Application. I would also like to request that the \$25.00 fee for use of the City of Vicksburg Community Event Sign be waived, as this countywide event is open to all Warren County residents.

Thank you for your consideration in supporting this community initiative. I look forward to your response and appreciate your assistance in making this event a success.

Sincerely,

A handwritten signature in black ink, appearing to read "Nkemdili Lewis".

Nkemdili Lewis
County Administrator

**CITY OF VICKSBURG
COMMUNITY EVENT
SIGN PERMIT APPLICATION**

SIGN FEE IS \$25.00 PER SIGN LOCATION

Name of Non-Profit Organization: Warren County Board of Supervisors

Address of Organization: 913 Jackson St - Vicksburg, MS 39183

Contact Person for Organization: Wendy Stoggs

Phone number of contact person: 601-1230-8182

Email of contact person: wendy@co.warren.ms.us

Sign location: Waldgreens

Dates banner is to be placed on the Community Event Signs:

FROM May 27 TO June 9

Type of event: Household Hazardous Waste Day

Date of event: June 7, 2025 Time of event: 8am-2pm

Location of event: Sherman Avenue School

[Signature]
Applicant's Signature

3/17/2025
Date

FOR OFFICE USE ONLY

Date application received: _____

Date application approved: _____

Application: **Approved** **Denied**

\$25.00 application fee paid: **YES** **NO**

Check _____ Cash _____ Credit Card (MC or VISA) _____

COMMUNITY EVENT SIGN PERMIT APPLICATION

Community signs for nonprofit special events or festivals sponsored by the city or sponsored with the permission of the city shall be allowed after written application from the person or entity wanting to place the banners on the City of Vicksburg Community Event Signs has been approved by the Zoning Department. Signs may not be reserved for longer than two (2) weeks prior to any event and the signs must be removed at the conclusion of the event. The fee will be \$25.00 per sign/location reserved. There shall only be one (1) sign per location and sign locations cannot be shared.

- Halls Ferry Road at the intersection of South Frontage Road (by Walgreen's)
- Halls Ferry Road North of Sonic
- Clay Street at the intersection of North Frontage Road
- Mission 66 at the intersection of Indiana Avenue
- Highway 61 South at Airport
- North Washington Street at Haining Road

The banners may only have the following information on the banner: organization sponsoring event, type of event, date of event, time of event and location of event.

Banners may only be 4'x8' and have 3" or 4" black block lettering.

The applicant is responsible for placing and removing the banners from the City of Vicksburg Community Event Signs at the conclusion of the event.

The City of Vicksburg Community Event Signs are available on a first come first serve basis.

SIGN FEE IS \$25.00 PER SIGN LOCATION