

# Sign Request

## **NO SIGN MAY BE PLACED IN THE FIREMAN'S PARK UNTIL PRIOR APPROVAL IS GIVEN BY THE BOARD OF TRUSTEES**

- 1). All information must be submitted to the Village Clerk's Office prior to a Village Board meeting. Check with the Village Clerk, Village Facebook or Village Website for board meeting information.
- 2). The Village Board of Trustees will review the application to determine if the proposed signage is appropriate. The Village Board reserves the right to disapprove any sign request.
- 3). Are you requesting to erect your sign in the Village Park and/or the digital sign in front of Village Hall? For the digital sign, if you would like to include a logo or special artwork, please include it with your submission. We will try to incorporate it on the sign.

Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ email address: \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

The purpose of the signage is to: \_\_\_\_\_

\_\_\_\_\_

We are hereby requesting placement of the sign for the following period of time (max. 10 days). \_\_\_\_\_

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Are you requesting the sign in Village Park? \_\_\_\_\_ locations \_\_\_\_\_

Number of signs \_\_\_\_\_

And/or digital sign? \_\_\_\_\_

If you request the digital sign will be on the screen for 20 seconds. It will scroll thru the schedule with the other postings.

- 1) Include a description (e.g., wood, plastic) and picture or drawing of all signage, Including dimensions.

2) Signs must be a minimum four (4) feet wide by four (4) feet high, and a. Maximum eight (8) feet wide by four (4) feet high.

3) NO ILLUMINATED SIGNS WILL BE PERMITTED.

Please return to: 13336 Broadway, Alden, N.Y. 14004 or email to: smgalbraith@rochester.rr.com

**Office Use Only**

Request form received on: \_\_\_\_\_ by \_\_\_\_\_

Action taken: \_\_\_\_\_

Approved on: \_\_\_\_\_ Denied on: \_\_\_\_\_

Authorization signature; \_\_\_\_\_