



VILLAGE OF WAPPINGERS FALLS
Office of Building, Planning & Zoning
Office of Code Enforcement / Office of the Fire Inspector
2582 South Avenue, Wappingers Falls, NY 12590
Phone: (845) 297-5277 fax: (845) 296-0379
E-Mail: mdao@wappingersfallsny.gov
www.wappingersfallsny.gov

APPLICATION FOR TEMPORARY SIGN PERMIT

DATE: _____

Name of Business: _____

Property Address: _____ Zoning District: _____

Name of Applicant: _____ Phone: _____

Address: _____

Is the applicant the property owner? YES ☐ NO ☐ If not, Please submit a consent form signed by the property owner.

SIGN DESCRIPTION

Type of Sign: ☐ Banner ☐ Sidewalk ☐ Yard Signs ☐ Other _____

Sign Dimensions: Height _____ Width: _____ Total: _____

Date of Sign Installation: _____ Date of Sign Removal: _____

Require Submittals

- ☐ Provide a sketch and location of proposed sign.
- ☐ Provide a consent form signed by the property owner.
- ☐ Applicant must carry all liability insurance covering both maintenance and installation of sign.
- ☐ The fee for temporary sign application is \$25.00 (check or cash only)

Conditions of Temporary Sign Permits

- Signs may not pose a safety hazard and/or block any right of way which includes vehicular and/or pedestrian sidewalks.
- Also be advised that this permit is being issued for a **period not to exceed 14 days from date of installation.**
- Extensions may be granted under the discretion of the Code Enforcement Officer for an additional 14 days.
- No establishment may be granted a permit for a temporary sign **within 90 days of the expiration** of the establishment's previous permit for a temporary sign.
- Temporary signs displayed on private property are limited to **ONE such sign** per establishment. Signs shall **not exceed 16 square feet in area** in business or industrial districts or **eight squares in area** in residential districts

Signature (Original Signature Required)

Date

ZONING DEPARTMENT USE ONLY

[] Fee Amount: _____ Receipt #: _____ Date Paid: _____ Check # _____ Cash _____

Approved Date: _____

Code Enforcement Officer/ Building Inspector: