

**APPLICATION FOR A PORTABLE/OVERHANGING SIGN/AWNING PERMIT
IN THE CITY OF AUBURN, NEW YORK**

1. Date: _____
2. Portable sign permit () Right-of-way overhang permit ()
3. Proposed location of sign: _____
4. Zoning District: _____
5. Applicant: _____
(if other than business owner, please indicate relationship)
Business Name: _____
Address: _____
Tel. No.: _____ Fax No.: _____
6. Property Owner: _____
7. Address: _____
Tel No.: _____ Fax No.: _____
(** If other than business owner, please attach letter of approval from property owner)
8. New application () Renewal ()

NOTE: Proof of general liability insurance coverage, in minimum amounts of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming the City as additional insured must be provided to the City prior to and as a condition to the issuance of this permit.

9. Name of Insurer: _____
10. Policy No.: _____
11. Policy Expiration Date: _____
(**ATTACH INSURANCE CERTIFICATE)

PORTABLE SIGN RESTRICTIONS

- Maximum size (2-sided A-frame): 2' X 3'
- No sign shall placed in an area which blocks the sidewalk or restricts pedestrian passage.
- A maximum of one (1) sign shall be permitted per street front.
- Portable signs may only be placed outside during business hours and must be removed when the business is closed.

OVERHANGING SIGN/AWNING RESTRICTIONS

- Signs/awnings must meet minimum clearance heights.
- Signs must otherwise comply with zoning requirements.
(** Additional permits/zoning variances may be required, as per the determination of the Code Enforcement Office)

_____ () Approved () Denied