

**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