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INCORPORATED VILLAGE OF WESTHAMPTON BEACH

165 Mill Road

Westhampton Beach, New York 11978

www.westhamptonbeach.org

APPLICATION FOR BILLBOARD PERMIT

Date _____

The undersigned respectfully requests permission to use the Village of Westhampton Beach billboard signs located on the south side of Montauk Highway and on the west side of Old Riverhead Road from _____ to _____ in accordance with the attached rules adopted by the Board of Trustees for the use of billboards and agrees to pay \$30.00 processing fee.

Signature of Applicant

Address

Phone Number

Event to be announced

Group Affiliation

APPROVED _____

DENIED _____

Mayor

Elizabeth Lindtvit, Village Clerk

DATED: _____

BILLBOARD PERMIT REGULATIONS

1. That any organization using the signs shall pay a processing fee of \$30.00 per event.
2. That the individual organization's signs shall remain for a period not to exceed two weeks.
3. That any extension of the period of time or determination as to which organization shall have the right to use the signs at any period of time shall be determined by the Mayor.
4. That the signs shall be used by non-profit organizations only to announce events sponsored by such organizations.
5. The sign(s) shall be 36" high by 46" wide. Applicant may post no more than three (3) signs.
6. The sign shall be professionally done with a corrugated plastic backing.
7. Once approved, the Applicant shall deliver the sign to the Village Clerk who will coordinate installation with the Village Highway Department. NOTE: Only the Highway Department personnel shall install signs at the Village Sign Boards.
8. The applicant will pick up the sign at the Village Hall after the event is over. The Village is not responsible for signs left over 30 days after the event. The Village will discard all signs left for more than 30 days.

DATED: April 7, 2011