



**BOROUGH OF HO-HO-KUS**  
**APPLICATION FOR A TEMPORARY SIGN**  
**PLEASE PRINT CLEARLY**

Date of Application: \_\_\_\_\_ Date of Upcoming Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Name of Individual Representing Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Date Sign(s) to be Installed: \_\_\_\_\_ *SIGNS TO BE REMOVED DAY AFTER EVENT*

Description of Event: \_\_\_\_\_

Dimensions of Proposed Sign (see guidelines): \_\_\_\_\_

Number of Signs Requested: \_\_\_\_\_ Material of Sign(s): \_\_\_\_\_

Requested Locations for Signs (see map): #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ And....  
One Sign is Permitted at the Primary Location (Headquarters) of Applicant (if desired).

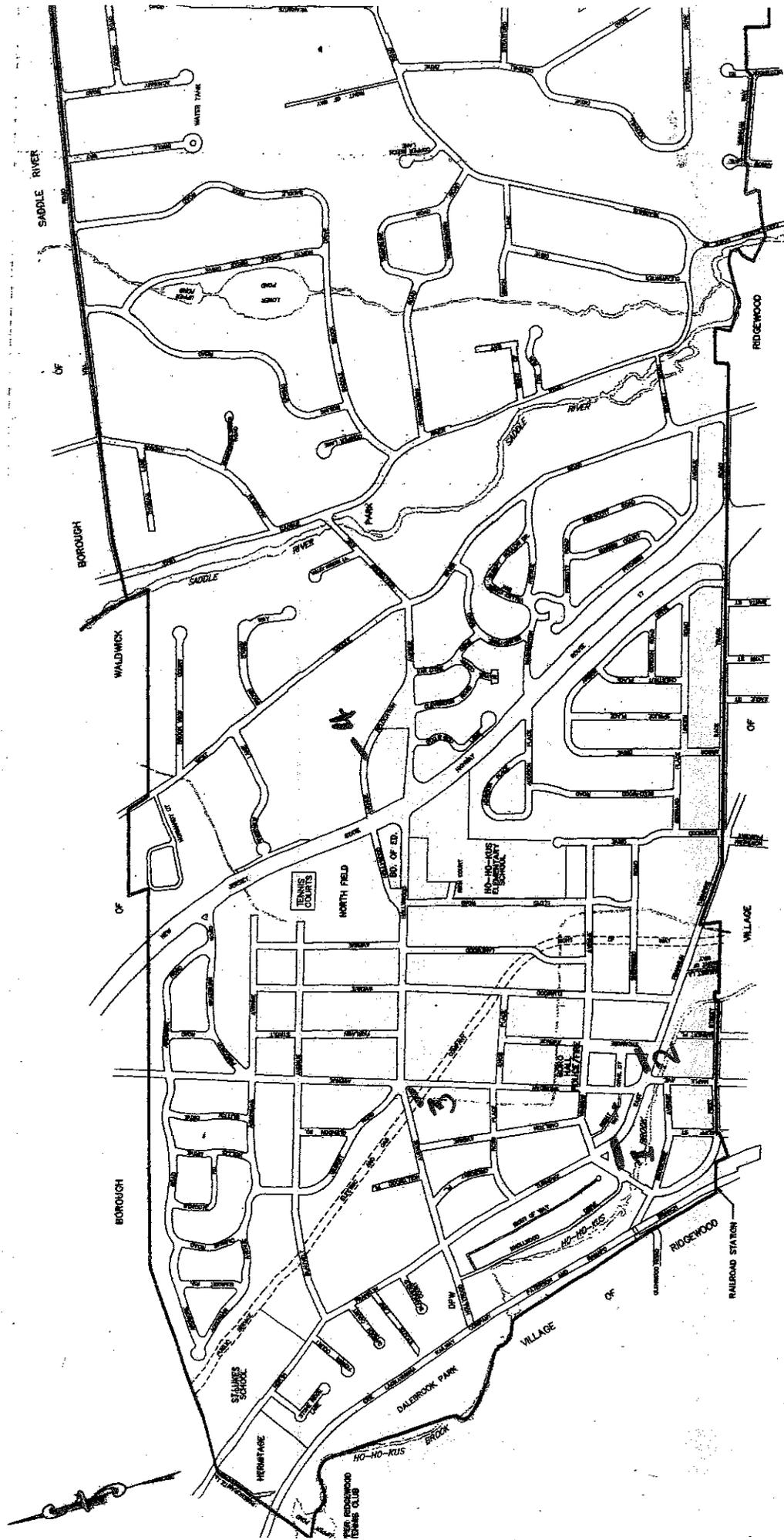
<p><b>FOR OFFICIAL USE</b></p> <p>Date Application Received by Zoning Office: _____</p> <p>This Application Has Been: Approved _____ Denied _____</p> <p>Signature of Zoning Official: _____</p>
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**\*IMPORTANT NOTE TO APPLICANT:** Please be certain to read all of the guidelines for a temporary sign application on the reverse of this form. If you have any questions, please discuss them with the Zoning Official.

## GUIDELINES FOR TEMPORARY SIGNS/BANNERS

- ❖ This completed application must be submitted to the Zoning Official at least thirty (30) days prior to the date of the event. Once approved, the signs/banners may be installed at the appropriate locations, but not sooner than thirty (30) days before the date of the event.
- ❖ Temporary signs or banners may be installed **only** at the four approved Borough sites (see the map) and **only one** may be installed at the headquarters location of the applicant, if so desired.
- ❖ The metal uprights at the four official Borough sites stand eight (8) feet apart and the banner tie-downs extending from them provide a side-to-side spread of from eight (8) feet down to as small as four (4) or even smaller depending upon what tie-downs are used. They can be up to four (4) feet high. The allowable maximum size of any banner is twenty-four (24) square feet. In-ground signs on wooden stakes or metal stands are permitted, rather than banners, at the same four official Borough sites. The maximum size for such in-ground signs is nine (9) square feet.
- ❖ No type of illumination is permitted. No reflective letters are permitted.
- ❖ Wind slits are required in all banner signs.
- ❖ If the applicant desires to install one temporary sign or banner at the location of its headquarters, such sign is not permitted within ten (10) feet of any street right of way or within fifteen (15) feet of the curb line. No sign shall be permitted where by reason of its size, shape or color it interferes with traffic control signs or signals or in any way adversely affects traffic safety.
- ❖ **All temporary signs/banners must be removed the day following the event.**
- ❖ The Borough of Ho-Ho-Kus Zoning Official reserves the right to deny the application if the applicant cannot or will not conform to these guidelines. Additionally, once approved, any violation of these guidelines shall subject the applicant or parties involved to penalties provided for in the Borough Zoning Code. No temporary signage of any type is allowed to be installed on any public property without express written consent of the Borough of Ho-Ho-Kus.

**To Contact the Zoning Official with any Questions please call 201-652-4400 x227.**



**HO-HO-KUS Locations for Public Temporary Signs (4)**

- #1 N. Franklin Tpk. @ Warren Avenue Triangle - #2 E. Franklin Tpk. Near Town Green
- #3 Hollywood and Sheridan @ Park - #4 Hollywood Ave. Overpass—North Side