

PLEASE KNOW THE FOLLOWING CHANGES HAVE BEEN MADE TO THE TEMPORARY SIGN ORDINANCE AND WILL TAKE EFFECT ON NOVEMBER 24, 2022:

- ✓ SIGNS MAY ONLY BE POSTED AT UP TO 2 OF THE 4 APPROVED LOCATIONS
- ✓ BANNERS MUST MEASURE 48 INCHES BY 96 INCHES WIDE
- ✓ BANNERS MUST BE MANUFACTURED WITH GROMMETS INSTALLED AT EACH OF THE FOUR CORNERS
- ✓ NO REFLECTIVE LETTERS PERMITTED
- ✓ BANNERS MUST HAVE CRESENT SHAPED WIND SLITS
- ✓ ANY FORM OF ANNOUNCEMENT OR ADVERTISING, OTHER THAN THE EVENT ITSELF OR THE REPRESENTING ORGANIZATION, IS NOT PERMITTED
- ✓ LOCATION #1 CAN ACCOMMODATE 2 SIGNS ON TWO SEPARATE POSTS. ONE SIGN WILL FACE NORTH AND ONE SIGN WILL FACE SOUTH.

THANK YOU.



BOROUGH OF HO-HO-KUS
APPLICATION FOR TEMPORARY NOT-FOR-PROFIT
PUBLIC INFORMATIONAL BANNER SIGN
PLEASE PRINT CLEARLY

*PLEASE BE AWARE, THE BOROUGH RESERVES THE RIGHT TO REMOVE SIGNS TO
PROVIDE SPACE FOR OTHER BOROUGH EVENT SIGNS; EVERY ATTEMPT WILL BE
MADE TO ACCOMMODATE ALL REQUESTS RECEIVED*

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 not-for-profit Event: _____

Dimensions of Proposed Sign (see guidelines): _____

Number of Signs Requested: _____ Material of Sign(s): _____

Requested Locations for Signs (see map): #1___ #1___ #2___ #3___ #4___
North/ South

And....One Sign is Permitted at the Primary Location (Headquarters) of Applicant (if desired).

FOR OFFICIAL USE

Date Application Received by Zoning Office: _____

This Application Has Been: Approved _____ Denied _____

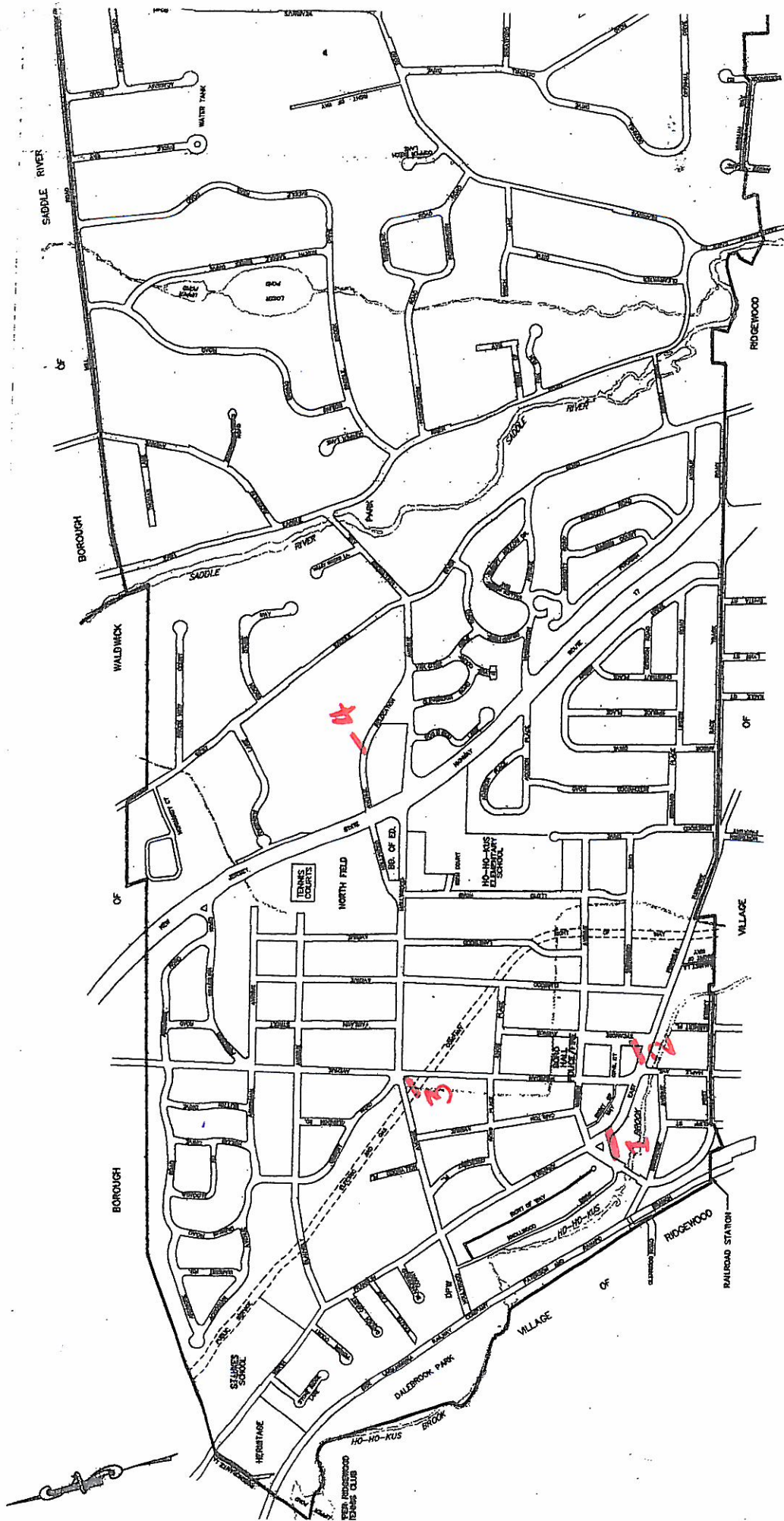
Signature of Zoning Official: _____

*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 PUBLIC INFORMATIONAL 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 up to two of the four approved Borough sites (see the map) and in addition **only one** may be installed at the headquarters location of the applicant, if so desired. Location #1, N. Franklin Tpke. @ Warren Avenue Triangle, can accommodate 2 signs, one facing North and one facing South.
- ❖ The banner support uprights at the four official Borough sites stand minimally eight (8) feet apart including the banner eyelet tie-downs extending from them. The size of any banner shall be 48 inches high by 96 inches wide.
- ❖ Each banner shall be manufactured with grommets installed at each of the four corners for tying off said banner to the Borough approved support pole eyelets.
- ❖ No type of illumination is permitted. No reflective letters are permitted.
- ❖ **Any form of announcement or advertising, other than the event itself or the representing organization, is not permitted.**
- ❖ Crescent shaped 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

1 sign facing North
1 sign facing South