



# Application for Special Event Signs on Public Rights-of-Way

Permit No. \_\_\_\_\_

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

Organization's Address: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address of Responsible Party: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Sign Message\*: \_\_\_\_\_ Sign Dimensions: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Display Dates: \_\_\_\_\_

Sign Location(s): \_\_\_\_\_

**\*Please attach a picture of the sign**

In accordance with §86-638 of the Code of the Town of Altavista, no sign shall be placed on the public rights-of way except in conformity with the following regulations:

- Signs may not exceed 32 square feet in area.
- Signs may not exceed six feet (6') in height.
- The location(s) shall be approved by the Zoning Administrator by permission prior to placement.
- Such sign shall not be erected more than 14 days prior to the event.
- Signs shall be removed withing five (5) days after the event.

By signing below, I certify that the information on this application is true to the best of my knowledge. In consideration for the Town of Altavista granting the organization's representative permission to place signs on the public rights-of-way to advertise the event, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's sign, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR COMMUNITY DEVELOPMENT OFFICE USE ONLY**

Application: APPROVED  DENIED

Earliest date to place event signage: \_\_\_\_\_

Date signs must be removed: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator's Signature

\_\_\_\_\_  
Date