

COMMUNITY SIGN PERMIT APPLICATION\*

Date: \_\_\_\_\_

Name of organization \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail \_\_\_\_\_

Starting date of Event \_\_\_\_\_

Ending date of Event \_\_\_\_\_

Content of Sign \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_

\*In the event of an emergency or special circumstance, the  
Borough reserves the right to remove any or all signs.

## UPPER SADDLE RIVER SIGN GUIDELINES

Our goal is to maintain continuity and appearance, therefore we prefer all signs should be similar in size, dimensions and color.

The structure can accommodate 8 signs at a time. Organizations that want to leave their sign up all year will be allowed to do so; however if there is an event that requires a sign, the event will take precedence for a period of time.

Applications are available in the office of the Borough Clerk or may be obtained on-line at [www.usrtday.org](http://www.usrtday.org). Once completed, the application should be returned to the Borough Clerk, applicants will be notified when approved.

Based on our experience we offer the following guidelines:

- **REQUIRED:**

Aluminum sign dimensions 48L X 36W

Font size - Minimum 4" with bold upper case letters

- **SUGGESTION:**

Avoid too many lines or too much writing per line

Brown color with diamond grade retro-reflective sheeting material reflects well at night

White lettering shows up best

All graphics and images should be vectorized (which will enable all images to be greatly enlarged)

\*FOR INFORMATION ONLY - Companies that create signs:

Highway Traffic Supply  
40 West Washington Ave.  
Pearl River, NY  
1-800-481-3218

Traffic Safety & Equipment  
457 Route 17 North  
Mahwah, New Jersey  
(201) 327-6050

**\*(This is not a recommendation by the Borough of Upper Saddle River for any company)**