



TOWN OF MIDDLEBURG

APPLICATION TO USE TOWN SIGN STRUCTURES FOR PUBLIC EVENT SIGN

This application must be submitted at least four (4) weeks in advance of the first requested display date, with the required fee, if applicable.

Town Public Event Sign Board Specifications

1. Signs must be four feet (4') long and two feet (2') high, constructed of one-half inch (1/2") plywood or metal, with 2 holes drilled forty inches (40") apart (one each to be 20" from the sign centerline). For plywood signs, the holes shall be 3/8" in diameter and centered 1" from the top edge of the sign. For metal signs, the holes shall be 3/8" in diameter and centered 5/8" from the top edge of the sign. *(see drawing on next page)*
2. In accordance with design criteria approved by the Historic District Review Committee and Town Council, all Public Event Signs must have white backgrounds AND must be painted white on the back. In addition, the overall design and lettering must be as simple as possible to ensure that the signs can be read from a moving vehicle.

Other Regulations

Sign reservations are made on a first come, first serve basis, within the priorities set by the Town Council as follows: 1) public events sponsored by the Town; 2) public events within Middleburg; 3) public events within a 5-mile radius of Middleburg; and 4) public events outside of a 5-mile radius. The maximum display time is two (2) weeks, unless an extension is granted by the Zoning Administrator. The sign must be delivered to the Town Office no later than 11:00 AM on the working day (Monday-Friday) before the sign is to be hung. Only the Town Street Maintenance Supervisor or his designee may hang or remove the sign. The sign may be picked up from the Town Office on the first working day following the allowed display period. The Town is not responsible for damage to, or theft of, signs displayed on the Town Sign Structures or left in the Town's storage area.

APPLICATION INFORMATION

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

Sign Display Dates: _____

Sponsoring Organization: _____

Authorized Representative: _____

Mailing Address: _____

Daytime Phone Number: _____

Email Address: _____

(cont. on next page)

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I, _____, representing _____

(Printed Name of Representative)

(Printed Name of Organization)

understand and agree to comply with the regulations on the previous page.

Signature of Authorized Representative

Date

OFFICE USE ONLY

Date Filed: _____ Fee amount: _____ Date Paid: _____

or, fee waived for non-profit/charitable org.

Conditions of Approval: _____

Approved: _____ Date: _____

Town representative

** 1" for plywood sign,
5/8" for metal sign

