



VILLAGE OF DOBBS FERRY
DEPARTMENT OF PUBLIC WORKS
112 Main Street, Dobbs Ferry, New York 10522
E-mail: jdorman@dobbsferry.com
Phone: (914) 231-8507 • Fax: (914) 231-8944
www.dobbsferry.com

DATE RECEIVED:

BANNER REQUEST APPLICATION

SECTION 1 – TO BE COMPLETED BY APPLICANT

YOUR NAME (FIRST M. LAST)

ADDRESS

SUITE/APT.

TELEPHONE HOME

CITY

STATE

ZIP CODE

TELEPHONE MOBILE

COMPANY/BUSINESS NAME

TELEPHONE WORK

E-MAIL

FAX

SIGNATURE OF APPLICANT

DATE OF APPLICATION

REQUEST FOR POSTING OF BANNER

DATES REQUESTED: FROM _____ TO: _____

LOCATION REQUESTED: (Circle all that apply)

WATERFRONT LOT FENCE

MAIN & CEDAR

GOULD PARK

***PLEASE SUBMIT YOUR REQUEST AND A COPY OF THE BANNER TO BE POSTED WITH YOUR APPLICATION TEN DAYS BEFORE THE REQUESTED START DATE.**

UPON APPROVAL BY THE VILLAGE BRING THE BANNER TO VILLAGE HALL, 112 MAIN STREET. DO NOT DROP OFF BANNER AT THE DPW FACILITY ON STANLEY AVENUE.

THE VILLAGE CANNOT BE RESPONSIBLE FOR BANNERS THAT ARE NOT PICKED UP OR LEFT AT VILLAGE HALL AFTER THEY ARE TAKEN DOWN. AFTER THE DATE THAT THE BANNER IS TAKEN DOWN PICK UP THE BANNER AT VILLAGE HALL, 112 MAIN STREET. CALL THE DEPARTMENT OF PUBLIC WORKS AT: (914) 231-8507 TO SEE IF THE BANNER IS READY AND TO LET US KNOW WHEN YOU WILL PICK UP THE BANNER.

SECTION 2 – TO BE COMPLETED BY THE VILLAGE ADMINISTRATOR

BANNER REQUEST APPROVED _____ DATE: _____
MELISSA FERRARO, VILLAGE ADMINISTRATOR

BANNER DENIED _____ DATE: _____
MELISSA FERRARO, VILLAGE ADMINISTRATOR

REASON FOR DENIAL:

REQUESTS TO HANG BANNERS IN THE VILLAGE OF DOBBS FERRY REQUIRE APPROVAL FROM THE VILLAGE ADMINISTRATOR.

PLEASE SUBMIT YOUR REQUESTS TO HANG BANNERS TO THE DEPARTMENT OF PUBLIC WORKS AT: jdorman@dobbsferry.com

YOUR REQUEST SHOULD INCLUDE A COPY OF WHAT THE BANNER WILL LOOK LIKE, THE LOCATION WHERE YOU ARE REQUESTING TO PLACE THE BANNER, THE DATE YOU WANT THE BANNER POSTED AND THE DATE THAT YOU WANT THE BANNER TAKEN DOWN.

UPON APPROVAL FROM THE VILLAGE ADMINISTRATOR PLEASE BRING THE BANNER TO VILLAGE HALL, 112 MAIN STREET. **DO NOT** DROP OFF BANNERS AT THE DPW FACILITY ON STANLEY AVENUE.

THE VILLAGE CANNOT BE RESPONSIBLE FOR BANNERS THAT ARE NOT PICKED UP/LEFT AT VILLAGE HALL AFTER THEY ARE TAKEN DOWN. AFTER THE DATE THAT THE BANNER IS TAKEN DOWN PLEASE PICK UP THE BANNER AT VILLAGE HALL, 112 MAIN STREET. CALL THE DEPARTMENT OF PUBLIC WORKS AT: 914-231-8507 TO SEE IF THE BANNER IS READY AND TO LET HER KNOW WHEN YOU WILL PICK UP THE BANNER(S).

BANNER SPECIFICATIONS FOR MAIN/CEDAR STREET LOCATION

- APPLICANT TO PROVIDE ONE CABLE (CAN BE CLOTHESLINE) ON WHICH TO HANG THE BANNER.
- MAXIMUM SIZE FOR THE MAIN/CEDAR STREET LOCATION: 3' HIGH AND 25' WIDE.
- IF THE VILLAGE ONLY HAS SPACE FOR A SMALLER BANNER AT THE MAIN/CEDAR STREET LOCATION THE MAXIMUM SIZE WOULD BE 4' HIGH AND 4' WIDE.
- BANNER SHOULD HAVE WIND RELIEF HOLES (SIMPLE C's CUT IN THE BANNER).
- INDIVIDUAL LETTERS SHOULD BE AVOIDED SINCE THERE IS NO LOWER CABLE TO SECURE THEM. THEY TEND TO TWIST AND GET TANGLED.

BANNER SPECIFICATIONS FOR GOULD PARK LOCATION

- MAXIMUM SIZE FOR THE GOULD PARK FENCE LOCATION: 4' HIGH AND 8' WIDE.
- IF THE VILLAGE ONLY HAS SPACE FOR A SMALLER BANNER THE MAXIMUM SIZE WOULD BE 4' HIGH AND 4' WIDE