



Village of Russell Gardens

Incorporated 1931

6 Tain Drive, Great Neck, NY 11021- 4423

(516) 482-8246/fax# (516) 482-8259

www.russellgardens.com

COMMERCIAL SIGN RENEWAL APPLICATION

Applicant _____

Address _____

Permit # _____ Dated _____

Check all that apply:

☐ Commercial Sign

☐ Awning

☐ For Sale/Rent Sign

Dimensions of sign(s) and/or awning(s) _____

Provide photos of sign(s) and/or awning(s) with application

Commercial Signs and Awnings:

§ 41-5 Issuance and renewal of permit.

No sign permit shall be issued until the sign has been approved by the Design Review Board pursuant to Chapter 16A. Such permit shall be issued for a period not exceeding one year. **All permits have a 2 year term and expire on July 1.** Permits can thereafter be renewed bi-annually by the submission of an application and the payment of a fee.

Fees: \$10 per square foot or \$100, whichever is greater.

Fee multiplied by 5 for failure to renew or remove sign on a timely basis

For Sale/For Rent Signage

§ 41-6 Permitted signs.

E. One sign advertising the property on which it is located as "For Sale" or "For Rent" is permitted for each property, provided such sign is:

(5) **Erected for no more than 60 days** pursuant to a permit issued by the Village Clerk.

Fees: \$50

Fee multiplied by 5 for failure to renew or remove sign on a timely basis

Approved By _____ Dated _____