



## **Town of Riverhead Building Department**

201 Howell Avenue, Riverhead, New York 11901

(631) 727-3200 Ext. 213

Fax: 631-208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

### **POLITICAL SIGN APPLICATION**

1. One (1) page political sign application
2. Bond for \$200. Bond will be returned upon notice that all signs have been removed
3. Affidavit of sign removal to be submitted within 60 days following election date

**Please note: The processing of application begins when all applicable forms are received and the fee is paid.**



# APPLICATION FOR POLITICAL SIGN PERMIT

201 Howell Avenue, Riverhead, New York 11901

631-727-3200 ext. 213 Fax: 208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

Date \_\_\_\_\_ Receipt \_\_\_\_\_ Approved by \_\_\_\_\_

**APPLICANT: (PLEASE PRINT CLEARLY)**

\_\_\_\_\_

First Name

Last Name

Business Name

\_\_\_\_\_

Mailing Address

Town

State

Zip

\_\_\_\_\_

Phone Contact

Fax

Email Address

**CANDIDATE OR CAMPAIGN:** \_\_\_\_\_

**DATE OF ELECTION:** \_\_\_\_\_

**§301-251 (H) Political signs and posters are subject to the following criteria:**

- (a) Such sign(s) shall not exceed 32 square feet in area.
- (b) The candidate must obtain permission of the owner of any land used for political signs which must be obtained prior to the erection of the sign.
- (c) Such sign(s) may not be erected or maintained on or in a public right-of-way or upon utility poles or upon public property.
- (d) All such signs shall be removed within two weeks subsequent to the date of public election or within 60 days of the issuance of the permit for said signs.
- (e) Candidates seeking to display any political sign(s) shall post a bond, check or such other equivalent security with the Building Department Administrator in the amount of \$200 per candidate. A sign displaying the name of more than one candidate shall require an additional fee of \$200. This security shall guarantee compliance with the provisions of this section regarding removal of signs set forth in Subsection H(4) above.
- (f) The existence of political signs in violation of §301-251(H)(4) shall act to forfeit the aforementioned bond and to allow the Town to remove said signs.

**Please note: the attached affidavit of sign removal must be submitted post-election to request return of the bond.**

Sworn before me on this day

\_\_\_\_\_

Signature of Applicant

Of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**This \$200.00 Bond has been posted for the Campaign of:**

\_\_\_\_\_



**Town of Riverhead Building Department**

201 Howell Avenue, Riverhead, New York 11901

(631) 727-3200 Ext. 213

Fax: 631-208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

**AFFIDAVIT OF SIGN REMOVAL  
POLITICAL SIGN BOND RETURN REQUEST**

I, \_\_\_\_\_, the applicant for the political sign permit for the Campaign of \_\_\_\_\_, do hereby state that all signs posted have been removed within the required 14 days of the election or within 60 days of the permit issuance date. Therefore, I request the bond of \$200.00 now be returned.

\_\_\_\_\_  
Signature of Applicant

Sworn before me on this day \_\_\_\_\_

Of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public