



Town of Huntington 2023 Sign Requirements for Parks

Department of Parks & Recreation
100 Main St, Huntington, N.Y. 11743
(631) 351-3089 Fax: (631) 351-3100
email: www.huntingtonny.gov

Note: Failure to submit all required documents at least 15 days prior to a scheduled event may put such event in jeopardy of not going forward as planned!

Qualifications: On a **first come, first serve basis** (max. 2 signs per location) **and only if under contract** with the Town of Huntington for said event(s).

Location Permitted: **Fairmeadows Park** - Corner of Pulaski Road and Park Avenue, Huntington

Centerport Circle - Corner of Little Neck Road and 25A, Centerport

OTHER - (under contract with Town of Huntington for said event or league registration, etc., sign pending final approval by the Director of Parks and Recreation).

Size: 4 feet by 4 feet - **\$15** Max 2 week posting
4 feet by 8 feet - **\$25** Max 2 week posting

Posting Period: 2 weeks (14 days) prior to event

Installation: Sign must be brought to the General Services Department, 182 East Pulaski Road, Huntington Station, a minimum of 1 week prior to requested posting date. General Services will install and remove sign. Sign is to be picked up within 1 week after scheduled event. **Please call General Services at 351-3105 to make final arrangements.**

Application & Fee: Must be made to the Department of Parks and Recreation a minimum of 2 weeks prior to requested posting date along with \$50.00 application fee for each sign/each location and sign posting fee by size requested (payments over \$25.00 must be made by check, credit card or money order.)

Permit: A permit will be issued upon receipt of the above and availability of location.

Parks and Recreation Department Phone Number: 351-3089



Town of Huntington Sign Application 2023

Department of Parks & Recreation

100 Main St, Huntington, N.Y. 11743 (631) 351-3089 Fax: (631) 351-3100

email: parksandrec@huntingtonny.gov

Application Fee: \$50.00 (check, credit card or money order only over \$25.00) per sign, per location.

Location: (please circle)

Fairmeadows Park

Centerport Circle

Other _____

Size: _____ 4 x 4 - **\$15 for 2 weeks**

_____ 4 x 8 - **\$25 for 2 weeks**

Posting Dates:

Maximum of 2 weeks prior to event

Organization:

Person Responsible:

Address:

Street

Town

Zip

Home Phone:

Business:

Cell Phone:

Event Description:

Sign Wording:

Approved:

Stamp Only

Denied:

Reason

Reply sent to applicant:

Signature:

,Director