



BOROUGH of MILLVALE

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BUSINESS WAYFINDING SIGN APPLICATION

FEE: \$35

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION DATE:

CHECK ONE: ORIGINAL REQUEST \$35 REPLACEMENT REQUEST \$35

APPLICANT INFORMATION

NAME OF BUSINESS REPRESENTATIVE:

NAME OF BUSINESS:

BUSINESS ADDRESS:

REPRESENTATIVE EMAIL:

CELL PHONE #:

BUSINESS INFORMATION

EXACT SPELLING OF BUSINESS NAME AS YOU WANT IT TO APPEAR ON THE SIGN:

BUSINESS WEBSITE:

BUSINESS DESCRIPTION:

EMERGENCY CONTACT:

EC CELL PHONE #:

BUSINESS WAYFINDING SIGN PROGRAM

WHAT IS A WAYFINDING SIGN? THEY ARE THE BLUE SIGNS WITH BUSINESS NAMES HANGING FROM LIGHT POLES IN THE MAIN BUSINESS DISTRICT. ORIGINALLY THE SIGNS WERE PURCHASED FOR MILLVALE MAINSTREET BUSINESSES AS PART OF THE HOMETOWN STREETS GRANT IN 2009.

WHY DO WE NEED THIS PROGRAM? TO CREATE AND ASSURE A UNIFORM SIGNAGE PROGRAM, TO ALLOW NEW BUSINESSES TO HAVE ACCESS TO SIGNAGE.

HOW DOES THE PROGRAM WORK? THE BOROUGH AIMS TO MAINTAIN AND UPDATE THE BUSINESS WAYFINDING SIGNS TO MILLVALE BUSINESSES WITHIN THE ESTABLISHED MAINSTREET DISTRICT (GRANT, LINCOLN, NORTH THROUGH 300 BLOCK AND ALL STREETS INTERSECTING). BOROUGH PLANNING AND ZONING WILL APPROVE ALL WAYFINDING SIGNAGE REQUESTS AND SCHEDULE INSTALLATION. MILLVALE BOROUGH PUBLIC WORKS WILL INSTALL SIGNS SEMI-ANNUALLY AS THEIR OTHER TASKS ALLOW AND ALIGN WITH OTHER LIGHT POLE PROJECTS SUCH AS FLAG MAINTENANCE, BANNER HANGING, AND HOLIDAY DECORATIONS.

**BY COMPLETING AND SUBMITTING THIS APPLICATION FOR APPROVAL
I HEREBY STATE THE FOLLOWING**

- I STATE THAT I HAVE READ AND SIGNED THIS APPLICATION AFTER ITS COMPLETION, AND I SWEAR THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.
- I UNDERSTAND THAT COMPLETING AND SUBMITTING THIS APPLICATION IS NOT APPROVAL OF A WAYFINDING SIGN.
- I UNDERSTAND THAT WAYFINDING SIGNAGE IS FIRST COME, FIRST SERVED. SIGN SPACE IS LIMITED.
- I UNDERSTAND THAT MY BUSINESS MUST BE LOCATED IN THE AREA STATED TO PURCHASE A SIGN.
- I UNDERSTAND THAT A SIGN CANNOT BE APPROVED UNTIL ALL PERMITS AND LICENSES HAVE BEEN COMPLETED AND PAID.
- I AGREE THAT THE BOROUGH OF MILLVALE RETAINS THE RIGHT TO REMOVE THE SIGN AT ANY TIME.
- I AGREE THAT THE BOROUGH WILL DETERMINE SIGN LOCATION AND POSITION OF DIRECTIONAL ARROWS.
- I AM AWARE THAT IT IS MY RESPONSIBILITY TO FILE A COMPLETE APPLICATION. I UNDERSTAND THAT THE APPLICATION WILL BE RETURNED TO ME IF IT IS FOUND TO BE INCOMPLETE, ILLEGIBLE, OR OTHERWISE NOT FILED IN COMPLIANCE WITH THE INSTRUCTIONS.

APPLICANT SIGNATURE:

DATE:

BOROUGH OF MILLVALE USE ONLY

RECEIVED BY:	DATE RECEIVED:	FEE:
<input type="checkbox"/> APPLICATION SIGNED	<input type="checkbox"/> BUSINESS NAME CONFIRMED	
LOCATION:	ARROW DIRECTION:	
BOROUGH MANAGER APPROVAL:	DATE:	
PUBLIC WORKS APPROVAL:	DATE:	
DEFICIENCIES:		
SIGN ID:	DATE INSTALLED:	INSTALLED BY: