



TOWN OF NORTH CASTLE SIGN REQUEST FORM

Please print or type information.

Request for permission to place a temporary sign on Town property may be submitted using this form. The request will be reviewed by the Town Board at a regularly scheduled meeting. Only requests from not-for-profit organizations based in North Castle will be considered. Political signs promoting a position or a candidate are not permitted.

Permission can be granted for a sign to be placed at the following locations:

- Under the “eagle” in Armonk
- On the grass median between North Broadway and Route 22 in North White Plains approximately 30 feet from south end of median
- The applicant will receive a reply by e-mail to notify if the request has been approved. Upon approval, the applicant must contact Michael Giaccio in the Highway Department (cell 497-6262) for direction at least 48 hours prior to the installation date.
- Sign must be no more than 4 feet high and 6 feet in length and may be placed no more than two weeks prior to the event and must be taken down immediately thereafter. Unauthorized signs, signs erected more than two weeks before the event, or signs erected without Town Board approval will be removed and brought to the Highway Department in Armonk.
- No one is authorized to move or remove any signs already posted under the “eagle” or at the grass median in North White Plains except for Michael Giaccio.

Fill in the appropriate information and return this form to the Town Clerk’s office, Town Hall, 15 Bedford Road, Armonk, NY 10504 or fax the form to the Town Clerk at 914-273-4176.

Date of Request

Organization

Name

Signature

Name of Event

Date of Event

Phone #

E-mail Address