



**APPLICATION FOR PORTABLE SIGN IN THE  
TOWN OF MIDDLEBURY, INDIANA**

Pursuant to the Town of Middlebury Sign Ordinance: No person, group, firm, company, corporation, or other organization shall erect or display a portable sign in the Town of Middlebury for more than twenty-eight (28) days in any calendar year; nor shall any person, firm, group, company, corporation, or other organization erect or display more than one (1) portable sign in the Town of Middlebury at any one time. Furthermore, no person, group, firm, company, corporation, or other organization shall erect or display a portable sign in the Town of Middlebury for more than fourteen (14) consecutive days per usage, nor exceed four (4) usages per calendar year and a minimum of thirty (30) days shall be required between each usage. Any person, firm, company, corporation, or other organization desiring to erect or display a portable sign in the Town of Middlebury shall file a written notice with the Town of Middlebury at least ten (10) days prior to the date/dates when the sign shall be erected or displayed, stating the date/dates when the sign shall be displayed and the name, address, and telephone number of the person, group, firm, company, corporation, or other organization that is responsible for the portable sign. If a portable sign is not removed on the date indicated on the notice, the Town of Middlebury may remove the portable sign at the expense of the person, group, firm, company, corporation, or other organization that is responsible for the portable sign and impound the portable sign at a charge of ten dollars (\$10.00) per day.

Date of Application: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Address of Responsible Party: \_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_

Location where sign will be displayed: \_\_\_\_\_

Description of Proposed Sign: \_\_\_\_\_

Number of days portable sign will be displayed: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Authorized Signature for Responsible Party: \_\_\_\_\_

Responsible Party Printed Name (name of person who provided signature): \_\_\_\_\_

**FOR TOWN OF MIDDLEBURY USE ONLY**

Date Received by Town Clerk: \_\_\_\_\_

Notice Number: \_\_\_\_\_

Date Received by Town Manager: \_\_\_\_\_