

**City of Avalon**  
**Digital Sign Permit Application**



PO Box 707, Avalon, CA 90704  
310-510-0220 ext. 230

Please fill out and submit the application below to request a temporary digital sign permit, using additional paper if necessary. Applications require at least 5 days to be processed. If the application is not approved, the applicant will receive notification via mail, or email. This form is not a permit.

Please note: Applicant is solely responsible to obtain any necessary clearances and permissions for the use of intellectual property, including but not limited to artwork and text used on all digital signs.

The **guidelines** for the digital sign includes: Must be community based events, classes, or announcements, no commercial advertisement.

**FEE (check one):**  \$5.00 for a 2 week slot per slide     \$60.00 a year for unlimited access\*

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**Applicant Information:**

Event sponsoring organization (if applicable):

Organization Phone Number:

Organization Address:  City:  State:  Zip code:

Contact Person:

Contact Phone Number:  Contact Fax Number:

Mailing Address:  City:  State  Zip Code:

E-mail Address:  Is this a benefit/fundraising event?  Yes  No

If yes, list beneficiary:  Organization Tax I.D.#:

Desired Posting Date:  Applications require at least 5 days to be processed.

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**Sign Information:** If you have a digital slide; email it to [dhart@cityofavalon.com](mailto:dhart@cityofavalon.com). Slides must be in a .jpg format, 8 ½" by 11" landscape orientation.

If you need the City to develop a slide for you, there will be a \$15 set up fee.

\*Unlimited access fee does not cover any set up fees

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**Sign Description:** (Who, What, Where, When, and How)

## Digital Sign Guidelines & Rescheduling policy

The digital slide must be turned into the Recreation Department 5 days prior to desire posting. The slide must be in JPG format, 8 ½" x 11 landscape and must be community-based event or classes, eligibility is limited to; a non-profit organization, but can not be a for-profit advertisement not permitted.

The City reserves the right to cancel a permitted digital sign where reasonably necessary to protect persons or property. The City will give as much notice of cancellation as possible. In the event cancellation of the digital sign prior before being installed, the City will refund all fees and will give the applicant an opportunity to reschedule.

## Agreement Comply with City of Avalon Digital Sign Permit Guidelines

As authorized signatory for  I/We have read, understand and agree to meet all requirements and all applicable sections as outlined in the City of Avalon's Digital Sign Permit Application.

I/We also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any conditions, or to make any violations of law, may result in the immediate cancellation of said permit, denial of future permits, forfeiture of deposits and fees and/or criminal prosecution.

I/we have read the above Digital Sign Permit Application Guidelines and agree to follow the provisions as stated. I also agree to comply with all applicable sections of the City of Avalon Municipal Code.

Date:  Print Name:  Signature: