CITY OF BUFFALO

65 Niagara Sq 512 City Hall Buffalo, NY 14202

SPECIAL EVENT 'DO NOT STAND' SIGNS

Dept of Public Works, Traffic Engineering
Commissioner Steve Stepniak
Location 226 City Hall
Phone 716-851-5366
Fax 716-851-5364
Email drizzo@city-buffalo.com

Byron W. Brown
Mayor

1. **One sign is needed for each legal on-street parking space**, where permitted, including meters, etc. Do not cover or tape over meter slots.
2. **Signs may not be posted on private property.**
3. Signs must be securely posted twenty-four (24) hours prior to set-up time for event **and removed immediately following close of event.**
4. Signs cannot be re-used by crossing dates out. If you are re-posting the same area and changing the dates and times, you must use new signs and complete a request for the additional signs through the Department of Public Works, Parks & Streets, Division of Traffic Engineering, Room 512, City Hall.
5. Minimum advance notice of five (5) business days is needed.

After application is submitted and payment is made, request will be forwarded to the City of Buffalo Print Shop by the Traffic Engineering Office. You will be notified upon completion of signs with location of pick-up site.

Name of Event _____

Purpose of Event _____

Location(s) of Posting _____

_____

_____

Date (s) of Event _____ time from _____ to _____

Contact Person _____ **Phone** _____

Address _____
street address city state zip

Email _____ Fax _____

Special Event Permit Fees	
$ .30 per sign	$
# of signs needed	x _____
Make check payable to 'City of Buffalo'	**Total = $ _____**

For office use:
Paid by ☐ cash
☐ check # _____

Applicant signature _____ date _____