

TOWN OF PULTENEY
P.O. Box 214 Pulteney, N.Y. 14874
(607) 868-3801 Fax (607) 868-5718

BUILDING DEPARTMENT
Sign Permit Application

SIGN Permit # _____ Issued _____ Fee **\$25.00**

Name of Applicant _____

Address _____ Zip _____

Property Tax # _____

E-Mail address (if available) _____

Phone # _____ Fax # _____

Mailing address (if different) _____

Project Name: _____

Project Address: _____

PROPOSED SIGN

=====

(Describe sign) _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applications for sign permits must include 3 complete sets of all of the following:

1. A site plan and elevation drawing indicating the location of the proposed sign.
2. Scaled drawings of the proposed sign that clearly indicate the size of the sign, and the size, design and colors of all sign lettering and features. For wall-mounted signs, Indicate the length (in linear feet) of the wall the sign is to be mounted on. Drawings must also indicate the proposed construction and anchorage of the sign and the method of illumination.
3. Color "chips" of samples of sign face, lettering and features.
4. Photographs of the existing building and existing sign, where applicable, with sufficient view to indicate surrounding conditions.
5. In the event that the applicant is not the owner, written consent of the owner of the building, structure or land on which the sign is to be placed.
6. Data, as required, to indicate compliance with the quantitative standards of the sign ordinance.

Contractor’s Proof of Insurance:

Proof of contractor’s **Workers Compensation** Insurance and **Disability** Insurance, or exemption there from, must be submitted with every application for a sign permit. For information on specific insurance or exemption forms, please see the Town’s web site or request an information handout at the Building Department.

I certify that the statements and information herein contained are true to the best of my knowledge and belief and the proposed Sign and use will comply with all applicable regulations.

I also grant permission for the Code Enforcement Officer and or the Planning Board Members to enter the property and structures thereon as frequently as necessary to inspect same for compliance.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date _____

Copies to : Code Officer _____

Planning Board _____

FOR OFFICIAL USE ONLY

Date Application reviewed by Planning Board _____

Code Officer _____

Application: _____ Approved _____ Date

_____ Denied _____ Date _____ Applicant Notified of Reason:

FOR “VARIANCE” USE ONLY

ZBA: _____ Date _____ Hearing Date Action: _____ Granted _____ Denied