



# TOWN OF FORT EDWARD

118 BROADWAY P.O. BOX 127 FORT EDWARD, N.Y. 12828-0127

OFFICE – 518.747.5212 -----FAX 518.747.2493

## SIGN PERMIT APPLICATION

*(Clerk's Office Use Only)*

APPLICATION NO: \_\_\_\_\_ DATE : \_\_\_\_\_

FEE PAID: \_\_\_\_\_

### Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any sign proposed within the Town, as defined by 108-2 of the Zoning Code for either a "Sign" or an "Advertisement Sign".

**A PERMIT MUST BE OBTAINED BEFORE INSTALLATION OF YOUR TEMPORARY OR PERMANENT SIGN. APPLICATION IS SUBJECT TO REVIEW BEFORE ISSUANCE OF A VALID PERMIT. NO INSPECTIONS WILL BE MADE UNTIL THE APPLICANT HAS RECEIVED A VALID BUILDING PERMIT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION THE FOLLOWING DOCUMENTATION:**

- Site Plan or Sketch Plan of property (include as much detail as possible and all existing or proposed conditions on the property with sign location specified with dimensions to adjacent property boundaries)
- Construction plans, specifications, renderings, or picture of proposed sign including colors, lighting, lettering, dimensions and size of sign, and sign support structure. If sign is building mounted or interior provide building pictures or drawings showing placement and location of sign

Please submit the original plus (3) three copies of your Application and supporting documentation to the Town Clerk's Office for distribution to the Zoning Administrator and Code Enforcement Officer for review and verification of permit requirements.

**GENERAL INFORMATION**

**Project Location and Information**

**Number and Street Address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Current Use of the Property/Building:** \_\_\_\_\_

**Commercial Plaza Zone:**  Yes  No

**Temporary or Permanent Sign:**  Temporary  Permanent

**Property Owner Identification**

**Owner is Applicant**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contractor/Builder Identification**

**Contractor is Applicant**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Agent Identification**

**Agent is Applicant**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Description of proposed sign:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Advertising Sign:**  Yes  No

**Location of proposed installation:** \_\_\_\_\_

\_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Contact Person for Sign Code Compliance:** \_\_\_\_\_

**Type of Sign Proposed:**  Freestanding  Wall/Building Mounted

Awning  Interior  Other \_\_\_\_\_

**If sign is to be illuminated, please indicate:**

Internal    External    Incandescent    Neon    Other: \_\_\_\_\_

**Do signs currently exist on the property?**  Yes  No

**If yes, list all existing signage:** \_\_\_\_\_

**Does the Application create or cause a change in the following existing site or sign conditions (fill in applicable spaces)**

- N/A - New Sign
- Change in number of signs on site
- Change in setbacks for existing sign
- Change in size of existing sign
- Change in height of existing sign
- Change in wording, finish, colors, or design of existing sign

**Proposed Sign Wording:**

\_\_\_\_\_

**Size or Dimensions:** \_\_\_\_\_ ft X \_\_\_\_\_ ft

**Area of Sign:** \_\_\_\_\_ sf

**Setbacks:**    **Front** \_\_\_\_\_ ft  
                   **Rear**    \_\_\_\_\_ ft  
                   **Side 1** \_\_\_\_\_ ft  
                   **Side 2** \_\_\_\_\_ ft

**Height of Sign:** \_\_\_\_\_ ft (ground level to top of sign)

**Color and Material to be Used:** \_\_\_\_\_

**Will the base of the sign be landscaped, will the sign be placed in a berm, or will the sign be incorporated into any elevated planter box?**  Yes  No

**If yes, please explain and provide additional details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To the best of my knowledge, the statements contained in this application, together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or noted, and that such work is authorized by the Owner. Further, it is understood that the Applicant shall satisfy all inspection requirements of the permit prior to a Certificate of Occupancy or Certificate of Compliance being issued. Any permits issued are valid for a period of (1) one year and all work must be completed by such date unless the Applicant applies for and is granted an extension of time by the Code Enforcement Officer.**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_