

**APPLICATION FOR A SIGN PERMIT  
VILLAGE OF NEW HARTFORD, NEW YORK**

Office Use Only

Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Received By \_\_\_\_\_

Fee (Amount) \_\_\_\_\_

Date Paid \_\_\_\_\_

I. Statement of Ownership & Interest

Applicant \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

(Copy of written consent of property owner or rental agreement and/or contract between the sign contractor and the applicant and/or owner of the sign shall be attached to this application as soon as available.)

II. Location of Sign

Location: Parcel No. \_\_\_\_\_ Block & Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

Address \_\_\_\_\_

(A copy of a map, site or plot plan and elevation drawings at appropriate scale, and applicable photographs showing the location and adjacent areas shall be submitted with the application.)

III. Consent and Design of Sign

Describe the size, shape and dimensions of the sign; identify the message, copy, wording, symbol or contents of the sign, showing also the lettering, graphics, color, and material of the sign. (Draw below a sketch to scale and give descriptions or submit drawings or photographs.)

If sign is to be placed upon a building facade, submit plans and elevations of the building facade to which the sign is to be attached to establish the relationship between the two; where appropriate, adjacent building facades or store windows shall also be included.

IV. Sign Illumination

If sign is to be illuminated, indicate method, source and type of illumination.

Check: Direct \_\_\_\_\_ Indirect \_\_\_\_\_  
Overhead \_\_\_\_\_ From Below \_\_\_\_\_ Number \_\_\_\_\_  
Sides (facing) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Wattage \_\_\_\_\_ Wiring: Underground \_\_\_\_\_ Overhead \_\_\_\_\_  
Electric Permit No. \_\_\_\_\_

(Attach copy of electric permit, electric sign plan and specifications when available.)

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V. Construction, Strength and Safety of Sign

Evidence of full compliance with applicable codes and ordinances:

|    | <u>Code/Ordinance</u>                           | <u>Date of Compliance</u> |
|----|---|---------------------------|
| 1. | Zoning Ordinance                                | _____                     |
| 2. | State and/or Local Building Code                | _____                     |
| 3. | National and/or Local Electrical Code           | _____                     |
| 4. | State Energy/Conservation and Construction Code | _____                     |
| 5. | State Uniform Fire Prevention and Building Code | _____                     |

STATE OF NEW YORK )

SS:

COUNTY OF \_\_\_\_\_ )

(Delete the inappropriate)

Despondent being duly sworn, says that he or she is the authorized agent or and that the sign will be designed, constructed and erected in accordance with the plans and specifications annexed to the application and shall be located and placed upon the said premises as indicated in the plan or map attached.

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Notary Public

SEAL