

NEW YORK

THE CITY OF POUGHKEEPSIE

BUILDING PLANNING & ZONING 62 CIVIC CENTER PLAZA, 2^{ND} FLOOR POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

APP#		
ID#		

FEE: \$300.00 CODE: SNIP

Gary E. Beck, Jr. **Building Inspector**

APPLICATION FOR SIGN PERMIT*

(Type or print no	eatly. Illegible application	ons will be rejected. Faxed of	opies will not be accepted.)
ADDRESS:			
ZONING DISTRICT: _			
APPLICANT'S NAME:			
APPLICANT'S ADDRE	ESS:		
APPLICANT'S PHONE #:			(zip code)
PROPERTY OWNER (If applicant is not the pro	If not applicant):	authorization from the owner	or MUST accompany this application
SIGN COMPANY AND	CONTACT NAME:		
SIGN COMPANY PHO	NE #:		
	SIGN	NINFORMATION	
	Č	☐ Interior (Window)	1 \
		☐ Projecting	
	Other:	(Speci	fy)
BASIC DIMENSIONS:	Total squar	re feet Heigh	nt Width/Length
ILLUMINATION: \Box Ex	cternally Illuminated	☐ Internally Illumin	nated Non-illuminated
DESCRIPTION OF MAT	ΓERIALS:		
APPLICANT'S CERTIF	ICATION: Applicant co	ertifies that all information	contained herein is accurate.
Applicant's signature			Date
	FOR (OFFICE USE ONLY	
PLANNING BOARD A PLANNING BOARD F CONDITIONS OF APP	ILE #	ED:	□ No □ Denied
Ruilding Inspector/Zonia	ag Administrator	_	Date

* ONE SIGN PER APPLICATION FORM



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REQUIREMENTS FOR APPLICATION FOR SIGN PERMITS (Please read carefully. Incomplete applications will be rejected.)

Application for sign permit shall be made on a form provided by the Planning Department. Each application must be accompanied by a completed short environmental assessment form. In any instance where multiple signs are proposed for a single property, a separate application and fee must be filed for each sign proposed (one application will suffice for a double-sided sign).

Every application will be reviewed for compliance with the provisions of Section 19-4.9 of the Zoning Ordinance. In order to enable this review, the following information is required to be submitted with application:

- 1. **TEN** (10) **COPIES** of a scale drawing of the sign which shows content, color and typography. Such drawing must be of sufficient size to review and include all relevant dimensions;
- 2. A description of the material of which the proposed sign will be made;
- 3. A description of the proposed lighting. If external illumination is proposed, the design and location of the lighting fixture(s) must be shown;
- 4. If not a freestanding sign, an elevation of the building which shows the relative scale and placement of the sign, **TEN** (10) **COPIES.** Include all relevant dimensions, such as the dimensions of the sign and any wall and/or window to which or in which the sign is proposed to be attached, and the height of the bottom of the sign above the ground. It is important that wall signs be shown in the context of the **entire** wall on which they are to be placed;
- 5. If a freestanding sign, a site or plot plan indicating the proposed location of the sign on the property, **TEN** (10) **COPIES.** Include all relevant dimensions, such as the setback from the property line of the sign pole as well as the sign face, if the sign is wider than the pole, and the aggregate height of the sign with the pole; and,
- 6. A \$300.00 fee per application.

Please note that <u>only one copy of the application form and short environmental form need be submitted</u>. If the applicant is not the owner of the property on which the sign is proposed to be located, a letter from the owner authorizing the application must be provided. If more than one sign is proposed to be located on the same property, a separate permit application must be submitted with each sign. All drawings and plans must identify the property in question and the individual responsible for producing such drawing/plan. All drawings and plans must be dated. Any revisions must also be noted and dated.

The majority of signs other than those listed as exemptions in the code require Planning Board approval. **Complete** applications requiring such approval will be forwarded for review on the

review until the issue of use is resolved.							

Board's next available agenda. Incomplete applications will NOT be forwarded. Further, please note that applications for signs for uses which have not been approved will not be forwarded for