



THE CITY OF POUGHKEEPSIE
NEW YORK
PLANNING AND ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

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. **TWO (2) 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, two (2) copies of an elevation of the building which shows the relative scale and placement of the sign. 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, two (2) copies of a site or plot plan indicating the proposed location of the sign on the property. Include all relevant dimensions, such as the set-back 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;
6. Electronic version of any renderings, elevations and plot plans; and,
7. A **\$300.00** fee per application.

Please note that only one copy of the application form and short environmental form need be submitted. 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.



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APPLICATION FOR SIGN PERMIT**

FILE #
FEE: \$300.00
CODE: SNIP
ID#

(Type or print neatly. Illegible applications will be rejected. Faxed copies will not be accepted.)

ADDRESS: _____

ZONING DISTRICT: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

 _____ (zip code)

APPLICANT'S PHONE #: _____

APPLICANT'S EMAIL: _____

PROPERTY OWNER (If not applicant): _____
 (If applicant is not the **property** owner, a letter of authorization from the owner **MUST** accompany this application.)

SIGN COMPANY AND CONTACT NAME: _____

SIGN COMPANY PHONE #: _____

SIGN COMPANY EMAIL: _____

SIGN INFORMATION

TYPE OF SIGN: Freestanding Interior/Window Marquee/Awning/Canopy
 Interior/Window Wall Projecting/Vertical Blade Three Dimensional Sign
 Changeable Copy Neon Other: _____ (Specify)

BASIC DIMENSIONS: Total Square Feet: _____ Height: _____ Width/Length: _____

ILLUMINATION: None Externally Illuminated Internally Illuminated Halo/Back-Lit

DESCRIPTION OF MATERIALS: _____

APPLICANT'S CERTIFICATION: Applicant certifies that all information contained herein is accurate.

 Applicant's signature

 Date

FOR OFFICE USE ONLY

Planning Department Action: Approved Denied pursuant to Section 19.4-9 _____
 Planning Board approval required: Yes No

Conditions of Approval, if any: _____

 Planning Director/Deputy Zoning Administrator

 Date