Village of Altamont

P.O. Box 643 Altamont, NY 12009
Telephone (518) 861-8554 Fax (518) 861-5379

APPLICATION FOR SIGN PERMIT

Date:_____

Fee: $ 75.00 (Payable to the Village)
(A separate sign permit is required for each sign)

APPLICANT INFORMATION:

Name:_____
Mailing Address:_____
_____
_____
Daytime Phone: _____

Owner:_____
Mailing Address:_____
_____
_____
Daytime Phone:_____

Property Address:_____

Please fill in the appropriate information:

SIGN: _____ permanent free standing _____permanent bldg. mounted _____* temporary free standing _____* temporary bldg. mounted

*please indicate length of time requested

SIZE SIGN: _____ X _____ & _____ X _____
_____ X _____ size of letters/symbols
_____ one sided _____ two sided ESTIMATED COST:_____
_____ sf per side _____ total sf of signage FEE:_____
_____ total height of sign
_____ total sf of other signs for property
_____ total sf of all signs combined for business

ILLUMINATION: _____internal _____external (if external, where would lighting be placed)

U.L. label required on all illuminated signs. Wiring and other electrical details shall be shown on plans.

COLORED RENDERING SHALL INCLUDE THE FOLLOWING:
_____dimensions on all items, including letters or symbols on signs
_____colors shown to be exactly as actual sign
_____materials used

** No more than 2 rectangles may be used to enclose and measure the area of a sign

**********<u>**NO CARDBOARD RENDERING WILL BE ACCEPTED**</u>**********

PLAN PLOT: One plot plan of the parcel on which the sign is to be placed shall also be submitted delineating property lines, street lines, building locations and dimensions and parking areas. Other signs shall be noted showing the exact location and size of said signs. Proposed sign shall be shown including dimensions of setbacks from property lines.

Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.

Plot plan should show where the proposed sign would be located and shall include the length of building if sign will be placed on façade.

Please fill out a Building Permit for each individual sign. Said Building Permit shall be accompanied with a non-refundable check for the Building Permit fee and the following:

1. Structural details, including foundation, vertical and horizontal supports, framing and fastening and joining methods and materials.
2. Statement prepared by a licensed NYS engineer indicating sign structure complies with Building Code of NYS.

***ALL plans shall bear signature, mailing address and daytime phone # of the owner, applicant or designer responsible for design of sign.

I have read, understood and have provided the information requested from the checklist provided. I hereby make application to the Zoning Board of Appeals, Village of Altamont, to permit the placement of a sign as described throughout and in the provided.

_____
Applicant

_____
Date

FOR OFFICE USE ONLY

Reviewed by:_____

Date:_____

Check # and amount for Building Permit:_____

Scheduled for hearing on:_____

Approved:_____ Denied:_____

Sign Permit #:_____