

Town of Queensbury Building & Codes

SIGN PERMIT APPLICATION

Office Use Only

Received: _____
 Tax Map ID: _____
 Permit No.: _____
 Permit Fee: \$ _____

Date _____ **Applicant** _____
Tax Map ID _____ **Address** _____
Zoning _____
Property Owner _____ **Contractor/Agent:** _____
Address _____ **Address** _____
Phone _____ **Phone** _____
EMAIL: _____
Contact Person for Sign Code Compliance: _____ **Day Phone:** _____
Building Street Address: _____
Site Plan, Variance, or Subdivision Approvals _____

| | |
|---|---|
| Location of proposed installation | |
| Business Complex/Plaza/Mall name | |
| Business name | |
| Type of Sign proposed | |
| If sign is to be illuminated, indicate | ___ internal ___ external ___ Incandescent ___ neon ___ other |
| Do signs currently exist on property? | ___ Yes ___ No (if yes, list all existing signage) |
| Change of word/copy | From _____ to _____ |
| Sign Wording / Copy | |
| Sign Size | Length _____ x Width _____ = Total sq. ft. _____ |
| Sign Height (freestanding) | |
| Color & Material to be used | |
| This application creates a change in the following existing site conditions (fill in all applicable spaces) | ___ New |
| | ___ Change in number of signs from _____ to _____ |
| | ___ Change in setback for sign from _____ to _____ |
| | ___ Change in size from _____ to _____ |
| | ___ Change in height of sign from _____ to _____ |

Declaration: To the best of my knowledge, the statements contained in the 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 Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or noted, and that such work is authorized by the owner.

APPLICANT-PRINT NAME _____

APPLICANT-SIGNATURE: _____ **Date:** _____

Declaration: I hereby authorize the applicant to place a sign on my property or building:

OWNER-PRINT NAME: _____

OWNER-SIGNATURE: _____ **Date:** _____

Zoning Office - Community Development Office
Town of Queensbury 742 Bay Road Queensbury, NY 12804

Phone: (518) 761-8238

SIGN PERMIT APPLICATION PROCEDURE

Applications shall be made in writing to the Zoning Administrator / Director of Community Development on forms prescribed and provided by the Town and shall contain the following information:

- A. Name, address, email, and telephone number of: (1) Applicant, (2) Business Owner, (3) Owner of property.
- B. Location of the building, structure or land upon which the sign exists or is to be installed.
- C. If a new sign is to be installed, elevation and plan drawings to scale must be submitted as a part of the application. In addition, a full description of the placement and appearance of the proposed sign must be included with the following information.
 - 1) Location on the premises and, specifically, its position in relation to adjacent buildings, structures and property lines.
 - 2) Method of illumination, if any, and the position of lighting devices, and a copy of the electrical permit related to the electrical connections for or to the sign.
 - 3) Graphic design including symbols, letters, materials and colors.
 - 4) The visual message, text, copy or content of the sign.
 - 5) Two (2) plot plans of the parcel on which the sign is to be placed shall also be submitted, delineating property lines, street lines, center lines of all the adjacent streets, the distance of the street center lines to the property lines, building locations and dimensions, parking areas, location and dimensions of all other signs on the parcel, exact location of the proposed sign, including dimensions of setbacks from property lines, and any obstructions in relation to the designated location of the proposed sign. Where a parcel has more than (1) frontage, the primary frontage shall be designated on the plan.
 - 7) Plans shall bear the signature of the owner, applicant or the person responsible for design of the sign.
- D. Written consent of the property owner, or a copy of the contract made with the owner of the property upon which the sign is to be erected, if the applicant is not the owner.
- E. The applicant shall pay the required fee in accordance with the fee schedule then in effect at the time of permit application.