

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	<input type="checkbox"/> internal	<input type="checkbox"/> external	<input type="checkbox"/> Incandescent	<input type="checkbox"/> neon	<input type="checkbox"/> other
Do signs currently exist on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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)	<input type="checkbox"/> New				
	<input type="checkbox"/> Change in number of signs from _____ to _____				
	<input type="checkbox"/> Change in setback for sign from _____ to _____				
	<input type="checkbox"/> Change in size from _____ to _____				
	<input type="checkbox"/> 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.