SIGN PERMIT APPLICATION
VILLAGE OF ALFRED, NEW YORK

Application Number _______   Zoning District _______ Date of Application ________

Sign Permit Application must be submitted for a Site Development Plan Review and Planning Board approval. The owner or representative of the project should be present at the Planning Board meeting where the application will be reviewed for approval or denial.

This application is for: _______ Pre-Submission Conference with the Board→ No Fee
________ Sign Permit and Site Development Plan Review→ $45.00

INSTRUCTIONS:
• All information must be typewritten or printed in black ink.
• This form, together with the two required scale drawings described in item 10, is to be submitted with the fee to the Village Clerk.
• Incomplete applications will not be considered for review.

1. Applicant’s Name ___________________________ Phone ____________
   Mailing Address _____________________________________________

2. Owner’s Name _________________________________ Phone ____________
   Mailing Address _____________________________________________

3. If you are not the owner, in what capacity do you represent the owner? ____________________________

4. Location of project property ________________________________

5. Reason for proposed sign ________________________________

6. Type of proposed sign, check all that apply:
   _____ Freestanding   _____ Window
   _____ Banner   _____ Attached to structure
   _____ Illuminated   _____ Permanent
   _____ Temporary   _____ Construction
   _____ Bulletin Board   _____ Non-illuminated
   _____ Professional or home occupation identification

7. Estimated cost of proposed sign ____________________________

8. Estimated time for completion following issuance of a permit ____________________________

9. Please provide a detailed written description of the proposed sign including the types of materials, how the sign will be constructed, and the method of installation. Use additional sheets as needed.

                                                                                             
                                                                                             
                                                                                             
                                                                                             
                                                                                             
                                                                                             
                                                                                             

11/08
10. Use additional sheets to provide two scale drawings indicating the following information:
   a. Detailed scale drawing of the project, indicating the exact dimensions, site plan placement, and relationship to streets, sidewalks, and buildings.
   b. Detailed scale drawing of the sign, including information or message to be used.

   Scale Drawing One
   Include All
   Information Listed
   in 10a Above

   Scale Drawing Two
   Include All
   Information Listed in
   10b Above

11. Application Certification: I, the undersigned, hereby apply for approval or permit for the purpose and on the site described herein, and agree that such purpose shall be undertaken in accordance with all the applicable laws and regulations of the Village of Alfred and the State of New York. I understand that any permit or approval issued pursuant to this application shall expire if the project or action or use has not commenced within one year from the time of issuance. I further declare that all the statements contained in this application and in any accompanying plans and specifications are true to the best of my knowledge and belief and that the work or action to be performed and/or the use of the property will be in conformity with the data in this application.

   Signature of Applicant_________________________ Date_________________

   THIS SECTION FOR OFFICE USE ONLY

   Fee of $45.00 received by ____________________, Village Clerk. Date: __________
   Application received by ____________________, Zoning Code Enforcement Officer. Date: __________
   Application received by ____________________, Planning Board Rep.. Date: __________
   Planning Board Action □ Approved □ Denied Date: __________
   Reason for denial ___________________________________________________________________
   Approval with conditions __________________________________________________________________
   Variance required □ Yes □ No

   ____________________________________________________________________