

SIGN PERMIT APPLICATION
VILLAGE OF ALFRED, NEW YORK

THIS SECTION FOR OFFICE USE ONLY

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.

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** _____

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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: _____

Reasons for denial _____

Approval with conditions _____

Variance required Yes No