



Village of Schuylerville  
35 Spring Street  
Schuylerville, NY 12871  
518-695-3881  
Planning Board

Project #: \_\_\_\_\_

# SIGN

## Instructions, Checklist & Application

A Sign application is typically required for a new sign or change/replacement of an existing sign. The below checklist, and all attachments and listed documents, must be submitted for an application to be considered for placement on a Planning Board agenda. **Please initial each item submitted and sign below.**

**Required Submittals for an application to be considered COMPLETE and ready for placement on an Agenda:**

- \_\_\_\_\_ **Completed** Sign Application (attached) = 1 copy
- \_\_\_\_\_ "Owner Authorization" (if necessary; attached). This form must be submitted if the Applicant is not the Owner of the building/property. 1 copy with original signature
- \_\_\_\_\_ Narrative: A summary of the request; describe dimensions, height, and lighting (if any). (7 copies)
- \_\_\_\_\_ 12 Sq Foot Maximum per "Face". Color rendering/image of the proposed sign(s) (7 copies)
- \_\_\_\_\_ Plan showing the location of the proposed sign and property boundaries/right-of-way (7 copies)
- \_\_\_\_\_ \$100 Application Fee for the 1<sup>st</sup> sign; \$50 each for each additional; made payable to: Village of Schuylerville

**Additional Important Information:**

\_\_\_\_\_ **Sign Specifications:** FOR permissible SIGNS, applicable specifications, and general regulations, refer to Section 4.2 "Signs" of Village of Schuylerville Zoning Code.

\_\_\_\_\_ **Incomplete applications will not be accepted.** Complete applications will be placed on the agenda at the discretion of the Planning Board Chair. You will be notified by email when you are on the agenda.

\_\_\_\_\_ **Building Permit:** Most signs require a Building Permit. If approve by the Planning Board, you must contact the Code Enforcement Officer at (518)415-9234 and if necessary, complete a Building Permit Application

***I have read the above instructions and checklist and fully understand the requirements of the Village of Schuylerville. I also understand that if approved by the Planning Board, a separate Building Permit will likely be required.***

Applicant (Please Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SIGN PERMIT APPLICATION

Permit # \_\_\_\_\_  
Date: \_\_\_\_\_  
Expires: \_\_\_\_\_

1. ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

2. APPLICANT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original, notarized "Owner Authorization" form - attached):**

3. Name: \_\_\_\_\_  
If a corporation, please name a responsible party/designated officer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name of Sign Company and Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **SIGN INFORMATION:** Sign location \_\_\_\_\_

6. This application is for a: \_\_\_\_\_ New Sign \_\_\_\_\_ Modification of Existing Sign

7. Type of sign you are applying for

_____ FREESTANDING	_____ SQ.FT -	_____ HEIGHT	_____ SIDE	_____ WIDTH
_____ WALL/WINDOW	_____ SQ.FT -	_____ HEIGHT	_____ SIDE	_____ WIDTH
_____ POLE MOUNT	_____ SQ.FT -	_____ HEIGHT	_____ SIDE	_____ WIDTH
_____ OTHER	_____ SQ.FT -	_____ HEIGHT	_____ SIDE	_____ WIDTH

8. Allowable area (sq ft) of sign per sign ordinance \_\_\_\_\_ SQ FT

9. Proposed sign message \_\_\_\_\_

10. Location and type of existing signs: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_