



Sign Permit Application

Incorporated Village of Westhampton Beach

www.westhamptonbeach.org

165 Mill Road, Westhampton Beach, New York 11978

Phone: (631) 288-3479

Fax: (631) 288-4332

Email: code.officer@westhamptonbeach.org

Pursuant to the Provisions of the New York State Building Code and the Zoning Ordinance of the Incorporated Village of Westhampton Beach.

VILLAGE SIGN REGULATION INFORMATION

Each business establishment shall be permitted a maximum of two (2) signs. The combined total area of all signs shall not exceed an area of one-foot times the width of the storefront of the building, and shall not be larger than 20 square feet in the B-1 District. Lettering size shall not exceed 10 inches in height in the B-1 District and shall not exceed 12 inches in height in all other districts. Please refer to Chapter 197-30 of the Village Code for additional regulations regarding specific signage.

ARCHITECTURAL REVIEW BOARD INFORMATION

The Architectural Review Board reviews all sign applications. The Board generally meets twice per month. Because applications can take several weeks to process, the Architectural Review Board recommends that applications be submitted with all necessary information as soon as possible. The Board reserves the right to request additional information not specifically required by this application as may be necessary to conduct an informed review of the application. To expedite your application, please make sure it is complete.

APPLICATION INSTRUCTIONS

NOTE: ALL APPLICATIONS MUST BE NOTARIZED and MUST BE PRINTED IN LEGAL SIZE FORMAT.

The following must be submitted with the Sign Permit Application:

- 1) Copy of Certificate of Occupancy showing the use of the property.
- 2) Survey or approved Site Plan showing the exact location of the building and location of the sign(s).
- 3) Accurately scaled drawings of the building with elevations showing the exact location of the proposed signs.
- 4) Accurately scaled drawings of each new or additional sign showing dimensions, materials, height from the ground, lettering size and placement. Include color renderings of background, lettering and insignias. Include the total square footage of each sign.
- 5) \$60.00 fee for each sign, check payable to the Incorporated Village of Westhampton Beach.
- 6) Copy of the sign plan, if applicable.
- 7) Photos of the building and surrounding buildings.
- 8) A separate application must be submitted for **each** sign.
- 9) Ground signs require Owner(s) Authorization (if applicable).
- 10) Certificate of Workmans Compensation – **Must be received prior to issuance of sign permit. PLEASE NOTE: ACORD Forms are NOT ACCEPTABLE proof of Workmans Compensation Coverage.**

APPLICANT/ BUSINESS INFORMATION

Tax Map No.: 905 - ____ - ____ - ____ Zoning District: _____ Date: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Email Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Sign Professional Responsible For Work: _____

TYPE OF SIGN (Please check ONE)

Awning Sign Directory Sign Ground Sign Hanging Sign Wall Sign Window Sign
 Other _____

PROPOSED SIGN DETAILS

1) Existing use of premises: _____

2) Is this application for a permit to replace an existing sign? Yes No

3) If you answered "YES" to #2, will this sign be in the exact location? Yes No

4) If you answered "YES" to #2, was the sign erected prior to March 11, 1977? Yes No If yes, give date: _____

5) If you answered "YES" to #2, was the sign erected prior to April 12, 1991? Yes No If yes, was permit issued? _____

6) Number and size(s) of existing signs: _____

7) Total square footage of proposed signs: (Sign 1) _____ (Sign 2) _____

8) Storefront/building width (frontage) _____ Projection of sign from building: _____

9) Will new or existing sign(s) be illuminated? Yes No If yes, please state by what means and list the name and address of licensed electrician performing the work: _____



Sign Permit Application
Incorporated Village of Westhampton Beach
www.westhamptonbeach.org

165 Mill Road, Westhampton Beach, New York 11978

Phone: (631) 288-3479

Fax: (631) 288-4332

Email: code.officer@westhamptonbeach.org

PLOT DIAGRAM

NOTE: Please locate all street names and existing buildings, showing existing and proposed sign(s) locations. For ground signs, indicate setback of building and sign location.

APPLICATION IS HEREBY MADE to the Building & Zoning Division for issuance of a Sign Permit pursuant to the Incorporated Village of Westhampton Beach Zoning Ordinance, Chapter 197-30, and all amendments thereto. The Business Owner/Applicant agrees to comply with all applicable laws, ordinances and regulations governing the erection of signs.

STATE OF _____)
) ss.:
 COUNTY OF _____)

_____ being duly sworn deposes and says that he/she is
 APPLICANT NAME
 OWNER/ LESSEE/ ARCHITECT/ ENGINEER/ BUILDER/ SIGN PROFESSIONAL/ OTHER _____

of the property heretofore described, and set forth in this application and that all statements contained in this application are true to the best of his/her knowledge. And that the proposed sign is authorized by _____

OWNER NAME

OWNER ADDRESS

and the undersigned is authorized to make this application.

 Signature of Applicant

Sworn to before me this _____ day
 of _____, 20 ____

 Notary Public

FOR OFFICIAL USE ONLY

Approved by the Code Enforcement Officer? _____ Yes _____ No Signature _____ Date: _____

Application/Receipt #: _____

Date Received: _____

Permit # _____

Date Issued: _____