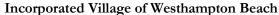


## **Sign Permit Application**





165 Mill Road, Westhampton Beach, New York 11978

Phone: (631) 288-3479 Fax: (631) 288-4332 Email: <a href="mailto:code.officer@westhamptonbeach.org">code.officer@westhamptonbeach.org</a>

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:

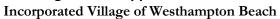
- 1) Copy of Certificate of Occupancy showing the use of the property.
- 2) Survey or approved Site Plan showing the exact location of the building and location of the sign(s).
- 3) Accurately scaled drawings of the building with elevations showing the exact location of the proposed signs.
- 4) Accurately 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 <u>each</u> 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 N	Лар No.: 905		Zoning District:		Date:			
Busin	ness Name:							
Busin	ness Address:							
Busin	ness Phone Number:							
Busin	ness Email Address:							
Appli	icant's Name:							
Appli	icant's Mailing Address	:						
Applicant's Phone Number:								
Applicant's Email Address:								
Sign I	Professional Responsib	le For Work:						
			TYPE OF SIG	iN (Please check ONE)				
	Awning SignDi			Hanging Sign	Wa	ıll SignWindow Sign		
				SED SIGN DETAILS				
1)								
2)			olace an existing sign?_					
3)				ocation? Yes No				
4)				March 11, 1977? Yes	No	If yes, give date:		
5)				April 12, 1991? Yes	No	If yes, was permit issued?		
6) 7)		mber and size(s) of existing signs:    Square footage of proposed signs: (Sign 1) (Sign 2)						
/) 8)	Storefront/huilding	otal square footage of proposed signs: (Sign 1) (Sign 2) torefront/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							
•	sed electrician perform			, es, piease state by Wi	.ac means a	and dad ess of		







www.westhamptonbeach.org

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# **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 of Westhampton Beach Zoning Ordinance, Chapter 197-30, and all accomply with all applicable laws, ordinances and regulations governing	mendments thereto. The Business Owne	
) ss.:		
COUNTY OF)		
	being duly sworn deposes and says	s that he/she is
APPLICANT NAME DWNER/ LESSEE/ ARCHITECT/ ENGINEER/ BUILDER/ SIGN PROFESSIC	NAL/ OTHER	
of the property heretofore described, and set forth in this application to the best of his/her knowledge. And that the proposed sign is auth		• •
	OWNER NAME	
OWNER AD	DRESS	
and the undersigned is authorized to make this application.		
Signature of Applicant	Sworn to before me thisday of, 20	-
	Notary Public	_
FOR OFFICIAL	USE ONLY	
Approved by the Code Enforcement Officer?YesNo	Signature	Date:
Application/Receipt #:	Date Received:	
Permit #	Date Issued:	