

TOWN OF ONEONTA

CODE ENFORCEMENT OFFICE

3966 State Highway 23, P.O. Box A, West Oneonta, New York 13861
Phone 607-432-8606 Fax 607-432-3135

APPLICATION FOR SIGN PERMIT

These are the minimum submission requirements as set forth in the Code of the Town of Oneonta Chapter 76-Signs. If you do not meet these minimum requirements, the Town reserves the right to reject the application. Application fees are non-refundable. **Your application must include the following submission requirements.**

Applicant Name: _____ E-mail: _____

Address: _____

Phone #: _____ Cell#: _____ Tax Map No. _____

Project Location: _____

Zoning District (check one) R80 RA40 R20 R10 B1 B2 ID HDD MHD
 PDD-R PDD-B

1. **Check**, payable to Town of Oneonta, for the proper permit application fee \$ _____, Check # _____

2. **Scale drawing** of the proposed signage, with notations of:

Proposed date of installation _____

___ Temporary

___ Banner (Display from _____ to _____)

___ Permanent ___ façade ___ freestanding

- a. Type of sign
- b. Dimensions
- c. Sign material
- d. Lettering material and size
- e. Method and type of illumination, if any
- f. Method of support
- g. Proposed location on land or building

3. 3½" x 5" (minimum) **color photograph of sign**, if it exists

4. 3½" x 5" (minimum) **color photograph of land or building**, showing location of proposed sign

5. 3½" x 5" (minimum) **color photograph of land or building**, showing all signage already in place

6. **Sign Description** below:

For window or wall signs, total aggregate window or wall area for sign placement: _____ square feet

Dimensions: Height: _____ multiplied by Width: _____ = _____ square footage of sign

Material of sign's supporting structure (circle one): Wood Aluminum Plastic Vinyl

Other _____

Material of sign trim (circle one): Wood Aluminum Plastic Vinyl Other _____

Material of lettering/graphics (circle one): Wood Aluminum Plastic Painted Vinyl

Two sides, both Two sides, each side

Printed area (circle one): One side the same different Other: _____

Style (circle one): Pole Wall Window Graphics Ground-Supported Suspended Other _____
Mounting Position (circle one): Parallel to structure Perpendicular to structure Freestanding
Internal Illumination (circle one): Neon Fluorescent Incandescent
External Illumination **Above sign (circle one):** Gooseneck fixture Utility fixture
Below sign (circle one): Flood lamp Spotlight

Date of erection of existing sign(s) (if applicable): _____

Name of Owner of sign(s): _____

Owner Address: _____

Name and Address of person responsible for the sign: _____

Attach written consent of the Owner of the structure or land to which or on which the sign(s) is to be erected in the event the applicant is not the Owner thereof. Attach statement any restrictions by deed or other instrument of record.

Attach copy (proof) of liability insurance for sign
 Provide worker's compensation insurance proof: yes N/A on file

I hereby certify that I am the Applicant, Owner and that I am duly authorized to make and file this application; all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application, and in the plans filed herewith. I agree to comply with the Code of The Town of Oneonta, and all other laws, ordinances, and regulations that may be applicable.

 Signature Date

DO NOT WRITE BELOW THIS LINE

Date received _____
 Sign permitted in District Yes No Required set-backs provided Yes No
 Height requirements met Yes No Sign area requirements met Yes No
 Is Special permit required No Yes

Fee \$ _____ Method of Payment Check _____ Cash Date Paid: _____
 Permit issued: Date _____ Number _____ By: _____