



# VILLAGE OF PELHAM SIGN APPLICATION

200 FIFTH AVENUE, PELHAM, NEW YORK 10803  
PHONE: 914-738-2258 EMAIL: BUILDINGDEPT@PELHAMNY.GOV

ALL SIGN APPLICATIONS REQUIRE 6 COPIES AND A DIGITAL COPY SUBMITTED  
To [villageclerk@pelhamny.gov](mailto:villageclerk@pelhamny.gov)

## PROPERTY LOCATION

NAME OF BUSINESS \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

## APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

## OWNER INFORMATION

NAME OF OWNER OF PREMESIS FOR WHICH PERMIT IS SOUGHT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

## AN APPLICATION IS MADE SEEKING PERMISSION TO:

- ☐ SIGN or SIGNS  
\_\_\_\_\_ FAÇADE SIGN      \_\_\_\_\_ WINDOW SIGN      \_\_\_\_\_ FREESTANDING SIGN  
\_\_\_\_\_ SWINGING SIGN POST      \_\_\_\_\_ PERPENDICULAR SIGN
- ☐ AWNING  
☐ CANOPY  
☐ MARQUEE  
☐ BARBER POLE  
☐ ILLUMINATION

## DETAILED DESCRIPTION OF PROPOSED WORK

---

---

---

---

---

---

Cost of Sign Application—\$200

The Village of Pelham Sign code can be found on the website [www.pelhamgov.com](http://www.pelhamgov.com)

## APPLICANT RESPONSIBILITY

I am applying for a permit to erect the items indicated above. I understand that if I vacate the premises, I am responsible for immediately removing from the premises all items licensed pursuant to Chapter 77 of the Code of the Village of Pelham unless my license is transferred to another pursuant to §77-7(F) of the Code of the Village of Pelham

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## OWNER RESPONSIBILITY

I am the owner of the premises for which this permit is sought, and I consent to the erection of the item(s) for which a permit is (permits are) sought. I understand that as the owner of the premises, I shall be responsible for removing from the premises all items licensed pursuant to Chapter 77 of the Code of the Village of Pelham if the applicant or any subsequent licensee of those items fails to remove immediately all those items upon leaving the premises.

Signature of owner of the premises \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Received on (\_\_\_\_/\_\_\_\_/20\_\_\_\_)

Received by \_\_\_\_\_

PAID: \_\_\_\_\_ Check # \_\_\_\_\_

DATE OF ARB MEETING: \_\_\_\_\_

ARB APPROVAL: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_

## ARB COMMENTS (If Applicable)

---

---

---

---

---

---

---

---

---

## **APPLICATION FOR A PERMIT PURSUANT TO CHAPTER 77**

### **Applications for a sign, awning, canopy, marquee or barber pole shall include:**

1. A drawing that:
  - a. Identifies that applicant's name, address and telephone number;
  - b. Identifies the building and the unit of occupancy on which the item is to be erected;
  - c. Indicates the existing signs or other items regulated by this Chapter and whether such existing items will remain or be removed;
  - d. Identifies the name, address and telephone number of the person who prepared the drawing;
  - e. Indicates the date of the original submission and all revisions with notations identifying the revisions; and
  - f. Indicates the setback from any freestanding sign, swinging post sign, perpendicular sign, awning, canopy, marquee or barber pole to the lot lines.
2. An elevation, color rendering and specifications for the proposed item that include:
  - a. Its vertical, horizontal, and depth dimensions
  - b. Its projection from the building
  - c. The total exterior wall length of the unit of occupancy for which the sign is proposed and a minimum of ten (10) feet on either side of the adjacent property drawn to the scale of one (1) inch equals four (4) feet (1" = 4')
  - d. The lettering, texture, color and materials of the sign or structure;
  - e. The engineering specifications for the method of attachment of the item to the structure, if applicable;
  - f. A fabric sample, if applicable;
  - g. A detailed description and location plan of the illumination, if any, and;
  - h. Such other information that the Architectural Review Board and the Building Committee may require to show compliance with the provisions of this Chapter.

## **SUMMARY OF ESSENTIAL PROVISIONS OF THE SIGN CODE**

February 20, 2021

In the case of any discrepancy between this summary and the Code, the Code controls.

### **SIGNAGE ALLOWED FOR A STOREFRONT BUSINESS**

No permit or license is needed for signs displayed in, but not affixed in any way to, windowed areas

Neon signs are allowed if, each sign is no more than 2 square feet in area. Neon signs can be on only when the business is open (77-9 (E) (3) (b))

No permit or license is needed for the following "affixed signage"

#### **On Door:**

- Open/closed sign that is no larger than 6x12 inches
- Push or pull sign that is no larger than 3x5 inches with no lettering other than push or pull and located next to door handle

#### **On Window**

- Telephone number (10 digits) with lettering no more than 2 inches in height, with a clear background

#### **Window or Glass of Door**

- Business hours sign with lettering no more than 1 inch in height, with a clear background
- No smoking, no soliciting, security alarm signs and other decals, including group affiliations and credit card decals, must be located in one location, at each establishment, in a square area, 1 foot x 1 foot, either on the glass of the door or in the lower corner of the window nearest the door.

#### **Restriction**

**All of these signs, including any "licensed affixed signage" and neon signs, must not exceed 25% of the total windowed area.**

**A permit and license are needed for:**

- Any exterior sign, awning, canopy, marquee, barber pole and illumination thereof
- Sign affixed to a windowed area, other than “allowed affixed signage” listed above

**Each Business is Allowed:**

- One primary sign (Business Name) located on the façade of a building in the “designated sign area” or affixed to the show window with a maximum letter height of 12 inches; and
- One secondary sign (repeats all or part of the primary sign ) located on the show window, glass of the door, or flap of an awning/canopy with a maximum letter height of 8 inches (77-8A. (2)(c).
- If a business is on a corner, the same as above, except the signage may be duplicated on each street façade or if it has a corner entrance, on the corner (77-8A. (2)(d))
- If a business has more than one show window and elects to have the secondary sign on the window, there may be a secondary sign on each window. (77-9A (2)(d)).
- Perpendicular/freestanding signs are allowed if the building is setback ten feet or more, from the property line. (77-9 A (2)(e) & (f))
- Grand opening & “change of ownership” banners are allowed for 30 days with a permit. (77-8 (A) (2) (i))
- Awnings/Canopies are permitted only over fenestration (window or door openings) and may have the business name in a maximum letter height of 8 inches on a 10 inch flap.
- Also allowed on the flap: one 10 digit telephone number and the street address at a maximum height of 4 inches (77-9 (B) and (C))
- Illumination of exterior signs, including those on awnings/canopies (77-9 (E)(2)).
  - a. By white shielded lights
  - b. To the exterior sign, awning or canopy,
  - c. With no exposed conduit or electrical boxes
- Prohibited Signs
  - a. Roof signs, billboards, portable signs, signs painted on building walls, moving or rotating signs or lighting
  - b. Signs with fluorescent or iridescent colors, signs with reflective material
  - c. Signs projecting more than 2” beyond building surface
  - d. Interior or exterior signs that are internally illuminated (77-9A (l))

**Key Definitions**

- Sign – Any lettering or ornamentation with related background on or in a window, on any structure or displayed on the inside of a building so as to be visible from the street that makes an announcement, identifies the presence of an institution, identifies the presence, occupancy and existence of an entity related to the property; or directs attention to a business, commodity, service or entertainment conducted, sold or offered either upon the property or elsewhere.
- Primary Sign – the principal sign that identifies a business by name, logo, franchise, or similar affiliation and a short description of the business.
- Secondary Sign – A second sign that repeats all of part of the content of the primary sign and/or gives the name
- Signage for a business located in an office building, above the first floor, or multiple tenants with one entrance.

77-9A (3)(b) and (c) – by a directory mounted next to the entrance no more than 30” high and 24” wide or by individual name plate mounted text to the entrance 9” high and 18” wide that are uniform design and appearance.

### **ARB Submission Requirements:**

To ensure timely and thorough review of all applications, the following requirements must be met:

**1. Submission Deadline:**

All applications **must be submitted a minimum of seven (7) days prior to the official deadline**. This advance submission period allows the Building Inspector adequate time to review the application and determine if any revisions are required before finalization.

**2. Incomplete Applications Will Not Be Accepted:**

Applications that are **not fully completed will be rejected**. This includes, but is not limited to:

- Missing signatures or incomplete forms.
- Missing or improperly formatted attachments.
- Pages submitted out of order or missing pages.

**3. Required Copies:**

Applicants must submit **six (6) complete copies** of the full application package.

Each set must include all required documents, plans, drawings, and any supporting materials, properly collated and in order.

**4. Digital Copy Requirement:**

In addition to the six (6) hard copies, applicants must also **email a complete PDF copy of the entire application package** to [villageclerk@pelhamny.gov](mailto:villageclerk@pelhamny.gov). The emailed PDF must include all pages, drawings, and supporting materials exactly as submitted in print.