

TOWN OF AMSTERDAM
SIGN PERMIT APPLICATION AND INSTRUCTIONS

Please complete the attached sign application and return together with supporting documentation and application fee for processing.

Permit Fees as follows:

TEMPORARY AND POLITICAL SIGNS:

\$5.00 per month plus a \$25.00 refundable deposit (nine or less)

\$5.00 per month plus a \$50.00 refundable deposit (ten or more signs)

**Deposit is returned upon removal of signs.

**Temporary and Political Signs valid for thirty days

PERMANENT SIGNS: \$25.00

All signs must comply with Section 22 of the Town of Amsterdam Zoning Ordinance.

Detailed description of the construction and drawing must accompany application,

VARIANCE APPLICATION: \$75.00

Please note: To apply for a variance, you must first apply for a sign permit. If the sign permit is denied, your application will be referred to our Zoning Board of Appeals for consideration. Please note that the Zoning Board of Appeals meets on the second Wednesday of each month.

Submit Application to:

Town of Amsterdam
Attention: Zoning Department
283 Manny's Corners Road
Amsterdam, NY 12010

Any questions, please contact Grant Egelston, Zoning Officer at 518-842-7961, Ext. 108.

288 Manny's Corners Road
Amsterdam, New York 12010



Telephone (518) 842-7961
Fax No. (518) 843-6136

SIGN PERMIT APPLICATION

APPLICATION DATE: ____/____/____ ZONE: ____ FEE DUE WITH APPLICATION: ____

APPLICATION #. ____ SBL #: ____ ESCROW PAID: ____

NAME: _____

ADDRESS OF OWNER: _____

ADDRESS OF SIGN INSTALLATION: _____

CHECK ALL APPROPRIATE ITEMS AND FILL IN ALL BLANKS THAT APPLY:

TYPE: TEMPORARY ____ PERMANENT ____ NEW ____ REPLACEMENT ____

PURPOSE: BUSINESS ____ POLITICAL ____ OTHER: ____

IF OTHER STATE PURPOSE: _____

IF POLITICAL, STATE: QUANTITY ____ SIZE: ____ [SQUARE FOOT EACH]

CONSTRUCTION: FREE STANDING: ____ WALL: ____ ROOF: ____

SURFACE AREA: FREE STANDING: BUSINESS - 75 SQ. FT. OR LESS: ____

SHOPPING CENTER - 100 SQ FT OR LESS: ____ OTHER: 50 SQ. FT. OR LESS: ____

WALL OR ROOF: MAXIMUM ALLOWED IS 25% OF WALL AREA FURTHER REGULATED:

WITHIN 100 FOOT OF PROPERTY LINE, TO 30 SQ. FT. OR LESS: ____

OVER 100 FOOT FROM PROPERTY LINE 100 SQ. FT. PLUS 10 SQ. FT. FOR EACH ADDITIONAL
10 FOOT OF SETBACK UP TO A MAXIMUM OF 300 SQ. FT. OR 25% OF WALL: ____

SETBACK: ____ SIGN SURFACE AREA: ____

HEIGHT: R AND B 2 ZONES MAXIMUM 6 FT. ____ B1 AND M1 ZONES MAXIMUM 15 FT. ____

PLANTER TYPE SIGNS MAXIMUM 8 FT. ____

LOCATION: FREE STANDING SIGNS MINIMUM OF 15 FT. FROM ANY PROPERTY LINE: ____

WALL OR ROOF: ON BUILDING - LIMITS SPECIFIED IN SECTION 22 SIGN ORD. ____

ILLUMINATION METHOD: _____

THE UNDERSIGNED AGREES TO COMPLY WITH SECTION 22 OF THE TOWN ZONING ORD.

DESCRIPTION OF CONSTRUCTION AND A DRAWING TO SCALE WITH, SIZE, COLOR, TEXT, AND
LOCATION MUST BE ATTACHED OR APPLICATION WILL BE DENIED AND RETURNED AS
INCOMPLETE.

SIGNATURE OF OWNER OR AGENT: _____

[] APPROVED [] DENIED EXPLANATION IF
ANY: _____

DATE: ____/____/____ EXPIRES: ____/____/____ ZONING/CODE ENFORCEMENT OFFICER