



Incorporated Village of Westhampton Beach
DEPARTMENT OF BUILDING AND ZONING
165 Mill Road, Westhampton Beach, New York 11978
(631) 288-3478 – Fax (631) 288-4332



SIGN PERMIT APPLICATION CHECKLIST

This worksheet is presented as a guide for preparation of a complete sign permit application. Please be careful to include all of the documents and items required for the proposed work. Additional information is available at the Village website at www.westhamptonbeach.org

1.	Sign Permit Application	Page 2; separate application required for EACH proposed sign	Y / N
2.	Associated Business / Sign Documentation	Copy of building permit or CO / CO listing the use of the property. If replacing an existing sign, submit copy of original sign permit	Y / N
3.	Plot plan (2 copies)	Utilizing a representative survey of the subject property, detail location on building or property where proposed sign to be located; no larger than 11" x 17"	Y / N
4.	Plans for Sign (2 copies) **	Accurately scaled drawings of each proposed sign showing dimensions, materials & height from the ground. Include color renderings of background, lettering, (type, color, size, placement) and any insignias. Square footage of each sign and total of all signage to be detailed.	Y / N
5.	Surrounding Photographs **	Color photos of the subject building/property and surrounding buildings	Y / N
6.	Master Sign Plan	Copy of the approved master building/complex sign plan, if applicable	Y / N / NA
7.	Proof of Insurance	Certificate of Workers' Compensation (C-105.2); Acord form not acceptable	Y / N
8.	Owner's Authorization	Page 3; if applicant is not the property owner	Y / N
9.	Fee	\$100.00 fee for each sign, check payable to the Incorporated Village of Westhampton Beach.	Y / N

VILLAGE SIGN REGULATION INFORMATION

Each business establishment shall be permitted a maximum of two signs. Permitted signs may be wall, ground, window or awning. Only one of these permitted signs may be a ground sign. 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 Zoning District. Permitted signs may identify the person, establishment or the product and/or service available on the premises which contains the sign. All signs shall be an accessory use and permitted only as provided for in this section.

For more complete code information visit §197-30: Signs of the Code of the Village of Westhampton Beach available through the Village website or directly @ <https://ecode360.com/6848303>

ARCHITECTURAL REVIEW BOARD INFORMATION

The Architectural Review Board reviews all sign applications. To ensure your application is processed as expeditiously as possible, it is highly recommended 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. The Board generally meets twice per month on the first and third Tuesday at 7pm in the Municipal Building at 165 Mill Rd.

****NOTICE:** The *Architectural Review Board* requires photographs for all sign permit applications. All sign permit applications proposed on an existing structure **MUST** include color photographs showing the structure, with the approximate location of the sign to be properly labeled. In addition, photos taken from the surrounding buildings/businesses shall be submitted with labels, addresses and indication as to whether they are situated North, South, East or West of the subject property.

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SIGN PERMIT APPLICATION

PART I: Owner Information – Please print below

Property Location : _____ SCTM# 905 — _____ — _____ — _____

Owner(s) of Record : _____

Phone: _____ Email: _____

Mailing Address of Owner(s): _____

City State Zip Code

PART II: Agent / Sign Installer (responsible for filing & receiving correspondence) – Please print below

Agent responsible for proposed work: _____

Phone: _____ Email: _____

Mailing Address of Agent: _____

City State Zip Code

PART III: Proposed Sign Project Details – Please print below

Business Name: _____ Email: _____

Business Description: _____

Type of Sign: ☐ Ground ☐ Directory ☐ Temporary ☐ Other: _____

☐ Wall ☐ Window ☐ Awning ☐ Hanging; if so, Projection: _____ inches

Size of Sign: _____ SF Width of Storefront / Building: _____ SF

Illumination: ☐ No ☐ Yes; if so, then means of illumination: _____

(if illuminated) Suffolk County Licensed Electrician: _____

Nature of Sign: ☐ New ☐ Replacement, if replacement then please answer next line

(Replacement) ☐ In exact same location ☐ original prior to April 12, 1991 ☐ original prior to March 11, 1977

Other Signs: Existing (1) Existing (2) Proposed

(Only if proposed Type: _____ Type: _____ Type: _____
to remain)

Size: _____ SF Size: _____ SF Size: _____ SF

PART IV: Notary Public – Please print below

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A SIGN PERMIT pursuant to the Code of the Village of Westhampton Beach, §197-30 and all amendments thereto, for the erection/maintenance of a sign as described herein and in the described plans and specs.

STATE OF NEW YORK, COUNTY OF SUFFOLK) ss: (Print Name of Applicant) _____
being duly sworn deposes and says that he/she is the applicant above named. He/She is the (Owner or Agent) _____, and
is duly authorized to perform or have performed the said work, as described in the attached plans and specifications, and to make and file this
application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the
manner set forth in this application, plans and specifications filed herewith.

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

Applicant Signature

Notary Public



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OWNER'S AUTHORIZATION

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

I, (owner) _____

Residing at: _____

Being the owner of premises (Property Location) _____

Also known as Suffolk County Tax Map Number (SCTM #:) _____

Hereby authorize (Agent) _____

Whose mailing address is (Agent Address) _____

To act on my behalf for purposes of application and interfacing with the Building Department for (Description of Proposed Work)

Of the Village of Westhampton Beach, and to received and/or file any documents required with reference to my application for
(Owner) _____

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

Owner Signature

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

Notary Public