

**TOWN OF PLATTSBURGH
SIGN PERMIT APPLICATION**

Date Submitted: _____	Tax Map #: _____	Permit number: _____
Date Approved: _____	Zoning District: _____	Date Permit Paid: _____
Date Denied: _____	ZBA or PB Approval: _____	Bldg Permit Fee: _____

ADDRESS OF THE PROPERTY: _____

1) Applicant: Name: _____ Phone No. _____

Address: _____

E-mail Address _____

2) Property Owner (only use if different than Applicant)

Owner: Name: _____ Phone No. _____

Address: _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. Deliver or mail this completed application with appropriate fee to:

Town of Plattsburgh Codes Department
151 Banker Road
Plattsburgh, NY 12901

2. Please sign the application in front of a Notary Public. Notary Publics are available at the Town of Plattsburgh Offices for your convenience.

3) ***Check what sign you are applying for***

_____ Freestanding Sign

_____ Building Sign

_____ Temporary Sign (Limited to 60 Days in a Calendar Year)

Dates That Temporary Sign will be up _____

APPLICATION IS HEREBY MADE TO PLACE A SIGN:

4. Location to property lines (if Pylon or Monument Sign) _____

5. Material _____

6. Sign Size _____ Sign Height (If Freestanding) _____

Illuminated Yes _____ No _____ Other Pertinent Data _____

7. Length of building along road frontage _____

8. Square footage of sign requested _____

APPLICATION FOR A SIGN PERMIT

9. List of other signs on property _____

10. Location of Property _____

11. Any existing variances for property _____

12. **Attach a drawing or picture of the proposed sign to the application.**

IF APPLICATION IS NOT FULLY COMPLETED, NO PERMIT WILL BE ISSUED.

STATE OF NEW YORK)

ss:

COUNTY OF CLINTON)

Deponent, being duly sworn, says that he (she) is the owner or authorized agent for which the forgoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

Signature of Applicant

Print Name

Sworn to this _____ day of _____, _____

Notary Public

FOR USE BY THE CODE ENFORCEMENT OFFICER ONLY:

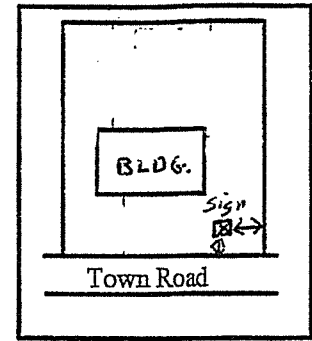
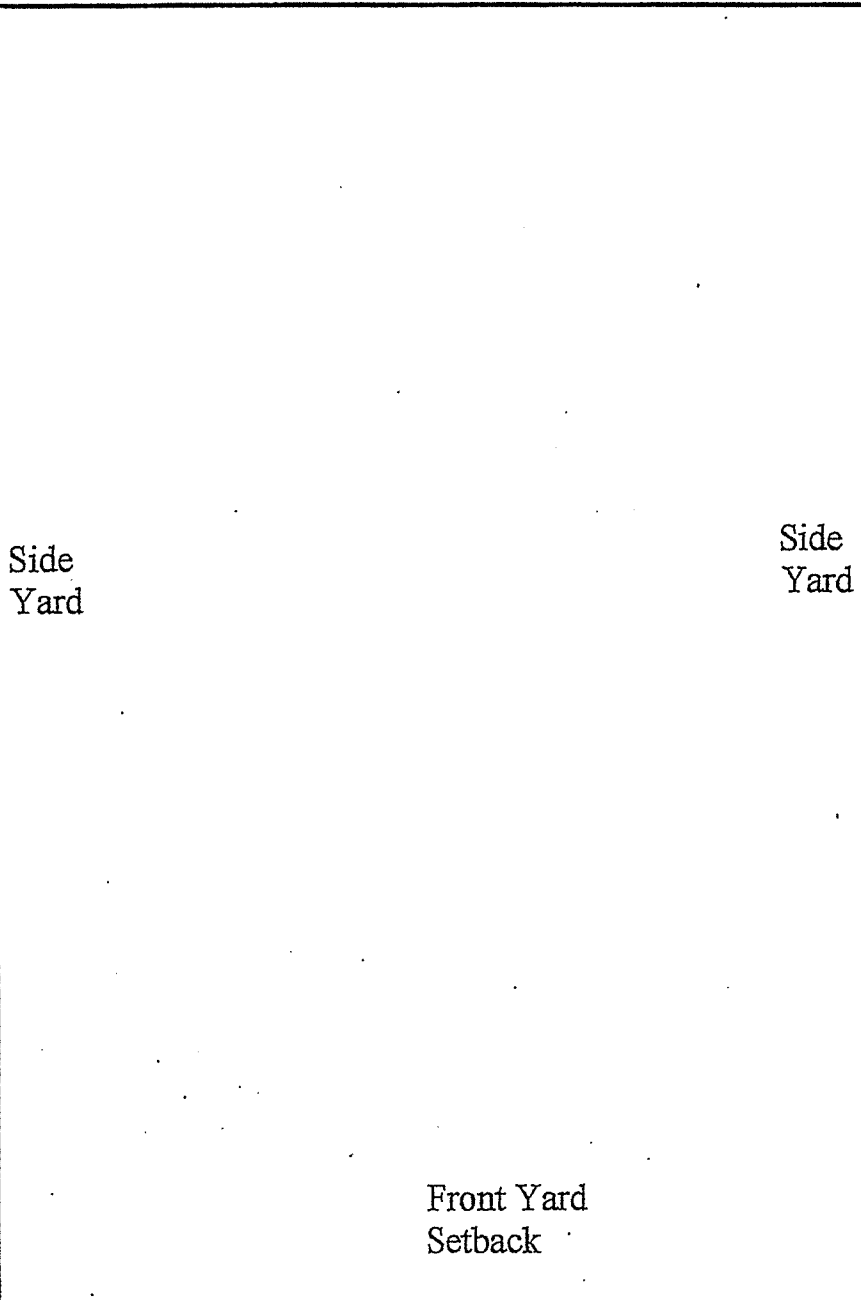
() Approved

() Denied - Not in conformance with the following provision(s) of the Town of Plattsburgh Zoning Ordinance:

Other Comments: _____

Date: _____ By: _____

PL



Plot Plan
Example

Property
Line (PL)

* SHOW BLDG AND
SIGN LOCATION ON
PROPERTY.

Road Name _____

Plot Plan