

Village of Skaneateles
26 Fennell Street
Skaneateles, NY 13152
315-685-2118 Fax 315-685-0730

INSTRUCTIONS FOR APPLICATION FOR SIGN PERMIT

This application for a Sign Permit is made pursuant to the provisions of Article XII of Local Law #2 of 1975
(Zoning Law of the Village of Skaneateles)

1. Please prepare this application by printing in ink or by computer and return to the Code Enforcement Officer. Items #2, #3, #4, #5 must be included with the application.
2. A detailed drawing of the sign shall accompany the application. Drawing(s) shall show:
 - a. outer dimensions of the sign
 - b. all lettering on the sign's face
 - c. size of lettering
 - d. any lighting proposed
 - e. if applicable, any special requirements of the Historical Preservation Commission
3. An up to date property survey map showing the building where the sign will be displayed, the location of the sign on the building-or-location of the sign on the property
4. FEES: All applications must be accompanied by a **non-refundable fee of \$100.00**

I DECLARE that I am the owner of the building/property upon which the sign shall be erected/installed/displayed, and hereby consent to the erection/installation/display of said sign.

Dated _____

Signature

Printed or Typed Name of Owner

Office Use:

Date Received _____

Review Completed _____

Tax Map Number _____

Fee Collected & Date _____

APPROVED _____

DENIED _____

PERMIT NUMBER _____

Reason for Denial _____

Historic Commission Approval Date _____ ZBA Approval Date _____

Historic Commission Certificate Approval Number _____

Code Enforcement Officer

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APPLICATION FOR SIGN PERMIT

Name of Applicant _____ Phone No. _____

Address of Applicant _____

Address of Sign's Location _____

Name of Property Owner (if not the applicant) _____

Phone No. _____

Address of Property Owner _____

Tax Map Number (sign location) _____

Located in Historic Preservation District _____ Yes _____ No

SIGN DETAILS AND DESCRIPTION

Location on Building/Property _____

Size _____ Materials _____

TEXT OF SIGN

Date

Signature of Applicant