THE VILLAGE OF TRUMANSBURG NEW YORK 14886

Sign Permit Application

Date Submitted _____
Property Location _____
If corner lot, please provide cross street _____
Owner's Name _____
Address _____ City _____
State _____ Zip _____ Phone # _____

Leesee's Name _____
Address _____ City _____
State _____ Zip _____ Phone # _____

Business Name _____

Required Sign Information:

1 – Number of signs being applied for _____
2 – Number of signs per business currently present _____
3 – Number of businesses currently located on parcel _____
4 – Sign type: __ Freestanding __Wall __Window __Projecting
5 – Dimensions of sign(s) _____
Is sign two sided? __Yes __No
6 – Height above grade (established permanent grade) _____
7 – Square footage of proposed sign (if two sided include both sides) _____
8 – Distance from curb or street measured from closest part of sign horizontal to curb or street _____
9 – Does sign require new electrical to be installed? __Yes __No
10 – Total estimated value of project $_____
11 – Additional details:

_____
_____
_____

Sign Permit fee is $25.00 plus $1.00 per square foot of sign, if two sided, count both sides in square footage.

56 East Main Street • Trumansburg, New York 14886
Telephone (607) 387-6501 • Fax (607) 387-5806
Police (607) 387-6505 • Public Works (607) 387-5618

YOU MUST:

1 – Read Article VII Section 702 of the Zoning Ordinance of 2012
2 – Provide a detailed, written, description of your proposed change(s) in land use, existing structures, new structures, occupancy, or any improvements to the land including:

A – If proposing a wall, marquee or window sign, provide a Façade Elevation Plan drawn to scale depicting the location and dimensions of existing signs and the proposed sign.

B – Provide a Picture or Illustration pf proposed sign, with dimensions.

C – If proposing a freestanding sign, provide a Site Location Plan depicting the location and dimensions of all existing structures, property boundary dimensions, etc...

D – Indicate on Site Location Plan the scale used. Typical scale for a residential proposal is 1 inch = 20 feet (1"=20').

E – If applicant is not the property owner, the signature or Letter of Authorization is required from the property owner.

Applicant's Acknowledgement

I, the applicant, hereby acknowledge that I understand and agree that any error, misstatement or misrepresentation of material fact, whether or not deliberate, that might or would otherwise cause this application to be denied, or any material alteration or change in the plans, specifications or proposed structure accompanying this application made subsequent to the issuance of a permit relating to this application, without approval of the Village of Trumansburg, shall constitute sufficient grounds for immediate revocation of such permit.
I understand that I may be required to obtain a Building Permit from the Village Building Inspector (Code Enforcement Officer) for any new electrical for the signage after the Zoning approval is issued and prior to construction.
I hereby swear or attest that I am the lawful owner or agent for the owner of the previously described property and that the allegations, representations and statements made in the attached application are accurate and complete to the best of my knowledge.

_____ _____

Owner or Owner's Agent Signature Date

_____

Printed Name

For Official Use Only

Is a ZBA Variance meeting required? __Yes __No
If yes, there is a $50.00 fee. Date paid _____ Check # _____ Cash $_____

If needed, what is reason for variance?

_____
_____
_____

Date of ZBA Variance meeting _____

Decision of ZBA:
Approved – Date _____
Approved with conditions – Date _____
Conditions:

_____
_____
_____

Denied – Date _____
Reason for denial:

_____
_____
_____

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