

CITY OF ONEONTA
SIGN PERMIT APPLICATION

ONE (1) SIGN PER APPLICATION

Code Enforcement Office
258 Main Street
Oneonta, New York 13820-2589
607-433-3435
607-432-0945 (fax)
codeenforcement@oneonta.ny.us (email)

Application Fee:	\$ 25.00
Received By:	_____
Date Received:	_____

Property Address: _____
Business Name: _____

Applicant's Name: _____
Day Phone: _____
Email Address: _____
Mailing Address: _____
Street _____
City _____ State _____ Zip _____
Signature Date: _____
Signature: _____

Property Owner's Name: _____
Day Phone: _____

Business Owner's Name: _____
Day Phone: _____

Manufacturer's Name: _____
Day Phone: _____
Email Address: _____
Mailing Address: _____
Street _____
City _____ State _____ Zip _____

1. Type of Sign:

- Billboard Sign Freestanding Directory Sign
 Freestanding Sign Perpendicular Sign
 Wall Sign Upper Story Business Directory Sign

2. Sign face only:

- a. Height: _____ Feet d. Depth: _____ Inches
b. Width: _____ Feet e. Weight: _____ Pounds
c. Area: _____ Square Feet

3. Entire sign (including face): Same as # 2 above

- a. Height: _____ Feet d. Depth: _____ Inches
b. Width: _____ Feet e. Weight: _____ Pounds
c. Area: _____ Square Feet

4. How many street frontages are there for this business? _____

5. How many businesses are present at this property, including this business? _____

6. What is the width of the building frontage for this business where the sign will be? _____ feet

7. At what floor level of the building is the business located?

- 1st Floor 2nd Floor Other: _____

8. At what floor level of the building will the sign be located?

- 1st Floor 2nd Floor Other: _____ N A

9. How many signs will there be for this business?

- a. This type only: _____ b. All types of signs: _____

10. Will this sign be replacing an existing sign? Yes No

11. How many sides will the sign have? _____

12. How far from the adjacent property lines will the sign be?

- a. Front: _____ Feet c. Left: _____ Feet
b. Rear: _____ Feet d. Right: _____ Feet

13. How high above grade will the sign be at the:

- a. Lowest part: _____ feet b. Highest part: _____ feet

14. Will the sign conceal any architectural feature or detail of any building? Yes No
- a. If yes, please explain:

15. Will the sign have any of the following: dual media, mirrors, movable parts, fluorescent paint, fluorescent parts, or vertical louvered blinds?
- Yes No
- a. If yes, please explain:

16. Will the sign be attached to any of the following: balcony, fire escape, parapet, porch, roof, shed, standpipe, tree, or utility pole
- Yes No
- a. If yes, please explain:

17. Will the sign be attached to the building? Yes No
18. Will the sign be parallel to the front façade of the building? Yes No
19. If sign is attached to the building & not parallel to the building: N A
- a. How far from the wall of the building does the sign project? _____ Feet
- b. How far from the curb line is the outermost edge of the sign? _____ Feet
20. Will the sign be animated, flashing, illuminated, or visibly moving? Yes No
- a. If yes, please explain:

- b. How is it illuminated?

- c. How is the illumination concealed and/or shielded?

- d. What is the candlepower of lighting per square foot of the sign?

21. Will the billboard be along & facing the I-88 corridor? Yes No N A
22. Material of construction:
- a. Sign face:

- b. Sign frame and/or support:

INSURANCE POLICY

If the sign is over or near a public right of way, a statement from the SIGN OWNER'S insurance company is required with this application. The statement must attest to the existence of an insurance policy indemnifying the City against liability for bodily injury, property damage, judgments, costs, and expenses which the City may incur or suffer by reason of granting such permit. It is to be noted that the policy **MUST BE CONTINUOUS** for the duration of the display of the sign.

Sign will not be located over or near a public right of way.

REQUIRED DRAWINGS

The drawings do not have to be done by a professional at this time but may be requested at a later date. The drawings can be hand-drawn. It is preferred that any drawings that are hand-drawn be done on graph paper, but are not required to be. All drawings must meet the following criteria: (a) Drawings must be done with a straight edge and to scale. (b) Multiple drawings cannot be on the same page. (c) Drawings cannot be on paper that is smaller than 8½" x 11". (d) Drawings done on paper larger than 11" x 17" must also be provided in digital format (CD, email, etc). (e) See additional requirements below.

1. **Sign:** A drawing of the sign showing:
 - a. The dimensions of the sign face.
 - b. The dimensions of the sign frame and/or support.
 - c. The dimensions of any lettering or insignias on the sign.
 - d. The colors that will be used on the sign.
 - e. *Please note:* photographs can be submitted in lieu of the drawings only if no changes have been made to the sign since the photographs were taken. A sheet of paper with the required information must also be submitted.
2. **Site Plan:** A drawing of the entire property showing:
 - a. The location of all buildings (including sheds, carports, etc), decks, fences, retaining walls, parking spaces, driveways, etc.
 - b. The distance from every property line to the sign.
 - c. The location and name of every street that borders the property.
 - d. *Please note:* a survey can be submitted in lieu of the drawing only if no changes have been made to the property since the survey was completed. A sheet of paper with any required information that is not listed on the survey must also be submitted.

PLEASE NOTE

1. Issuance of sign permit: Once an application has been approved and the permit issued, said permit shall be valid for 120 days from the date of issuance. The permit may be extended 1 time for 60 days upon approval of the Code Enforcement officer and upon payment of an additional fee prior to the expiration of the initial 120 days. If a Certificate of Sign Compliance is not issued within this time period, said sign permit shall expire.
2. Certificate of Sign Compliance: Within 7 business days after the placement of the approved sign, the applicant shall provide a photograph of the sign to the Code Enforcement Officer and a Certificate of Sign Compliance shall be issued.

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____

Zoning District: _____

Sign Does Comply With Zoning Code

Sign Does Not Comply With Zoning Code

Board Review: Planning Commission

Meeting Date: _____

Zoning Board

Common Council

Not Required

Sign Permit Application:

Approved

Denied

Withdrawn By Applicant

SEQR Application:

Approved

Denied

Not Required

Site Plan Review Application:

Approved

Denied

Not Required

Special Use Permit Application:

Approved

Denied

Not Required

Zoning Board of Appeals Application:

Approved

Denied

Not Required

Date

Code Enforcement Officer Signature