

VILLAGE OF WAPPINGERS FALLS

Office of Planning and Zoning
7 Spring Street
Wappingers Falls, NY 12590
(845) 297-5277
FAX: (854) 296-0379

Application Number _____
Date Received _____
Sign Drawing Included _____
Sign Plan Included _____
Date Fees Paid _____
Date of Removal/Renewal _____
Security Deposit Paid _____

Application for Sign Permit

(Please read and comply with Village of Wappingers Falls Zoning Law and Sign Design Manual before preparing application.)

1. Name of Applicant _____ Phone _____
Address _____
(Street No. & Name) (Municipality) (State) (Zip Code)
2. Owner of Record _____ Phone _____
Address _____
(Street No. & Name) (Municipality) (State) (Zip Code)
3. Location of property _____
(Street No. & Name) (Municipality) (State) (Zip Code)
4. Linear frontage of building _____ Zoning District _____
5. Types of Signs: Monument Post & Arm Pole Projecting Wall Window Awning
 Sandwich Directional Temporary Neon Accessory
6. Sign Design: All applications must be accompanied by a detailed scaled drawing showing all sign dimensions, graphic design (including lettering and pictorial matter), visual message (text, copy or content of sign), sign colors with color swatches, lighting, and landscaping.
7. Sign Location: All applications must be accompanied by a plan, drawn to scale, showing the following: for freestanding signs, the position of the sign in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls and fences. For awning, window, wall, or projecting signs: the location on awning, window, wall or building; size of awning, total window area of principal façade, or linear frontage of building (as appropriate); projection from building, if relevant; proposed sign's position in relation to adjacent signs and lighting fixtures.
8. Sign Specifications:
 - Sign type:
 - Sign placement:
 - Size of sign area: height _____ width _____
 - Sign height:
 - Distance from building:
 - Number of faces: Single Faced Double Faced
 - Material: Wood Metal Other Durable Material
 - Lighting: No Yes (Type: _____)
 - Landscaping: No Yes

9. Sign Specifications:

- Sign type:
- Sign placement:
- Size of sign area: height _____ width _____
- Sign height:
- Distance from building:
- Number of faces: Single Faced Double Faced
- Material: Wood Metal Other Durable Material
- Lighting: No Yes (Type: _____)
- Landscaping: No Yes

10. Specifications, Directional Sign:

- Sign placement:
- Size of sign area (limited to two (2) sq. ft.):
- Material: Wood Metal Other Durable Material

The undersigned respectfully petitions the Village of Wappingers Falls Code Enforcement Officer for a Sign Permit.

Application is being made in accordance with the Village Zoning Code. The undersigned acknowledges that permanent signs required review and approval of the Planning Board. In order to be considered complete, this application form, the sign design drawings, and payment of application fees must be received by the Code Enforcement Officer. Temporary signs and sandwich signs require a security deposit to ensure removal or renewal. Applicant certifies that liability insurance will be carried covering both erection and maintenance of sign.

Applicant Name: _____
(Please print name)

Applicant Signature: _____ Date: _____

Owner of Record Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE CODE ENFORCEMENT OFFICER

Sign Permit Granted: Date: _____ Permit # Issued: _____

Sign Permit Application Referred to Planning Board: Date: _____

Comments: _____

