VILLAGE OF WAPPINGERS FALLS
BUILDING DEPARTMENT
2582 SOUTH AVENUE
WAPPINGERS FALLS, NY 12590
PHONE: (845) 297-5277
FAX: (845)296-0379

SIGN PERMIT
APPLICATION

Name of Applicant _____
Address _____
_____

Owner of Property _____
Address _____
_____

Location of Property_____
Linear Frontage of building _____ **Zoning District** _____

Types of Signs ____Post & Arm ____ Projecting _____ Seasonal ____Multi-Tenant
_____Wall ___ Window _____ Awning ____ Free Standing ___ Sidewalk

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.

Sign Location All applications must be accompanied by a plan, drawn to scale showing the following:
Freestanding signs- the position of the sign in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls and fences.
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 signs position in relation to adjacent signs and lighting fixtures.

Sign Specifications Type_____ Placement_____

Landscaping ____Yes ___ No   **Size of Sign** _____Height _____Width

_____ **Single Faced** _____**Double Faced** _____**Lighted**

Material _____Wood _____Metal _____other Durable

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 require review and approval of the Planning Board. In order to be considered complete and ready for review by the Planning Board, the following needs to be submitted to the Zoning Clerk no less than 15 days prior to the scheduled Planning Board Meeting:

        ___Application form (ten sets)
        ___Sign design drawings (ten sets)
        ___Color swatch (if any color other than black/white)
        ___Fee for sign permit of $75.00 per side (to be paid after Planning Board Approval)

Applicant Name _____

Applicant Signature _____ **Date** _____

Owner of Property Signature _____ **Date** _____

THIS SECTION TO BE COMPLETED BY THE CODE ENFORCEMENT OFFICER

Sign Permit Granted: Date _____ **Permit # issued** _____

Permit Fee $_____ **Receipt #**_____ **Date**_____

Sign Permit Application referred to Planning Board Date _____

Comments:_____
_____
_____