



# VILLAGE OF WAPPINGERS FALLS

Office of Building, Planning & Zoning  
2582 South Avenue

Wappingers Falls, NY 12590

Phone: (845) 297-5277 Fax: (845) 296-0379

www.wappingersfallsny.gov

## SIGN PERMIT APPLICATION

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Owner of Property \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_