



**TOWN OF GUILDERLAND
BUILDING DEPARTMENT**

Guilderland Town Hall
PO Box 339, Route 20
Guilderland, NY 12084
Ph: 518-356-1980

APPLICATION FOR SIGN PERMIT

Applicants Information

Name: _____

Owner: _____

Mailing Address: _____

Mailing Address: _____

Daytime Phone #: _____

Daytime Phone #: _____

Property Address: _____

Please fill in the appropriate information:

SIGN

_____ Permanent
free standing

_____ Permanent
bldg.. mounted

_____ Temporary
free standing

_____ Temporary
bldg. mounted

Please indicate length of time requested: _____

SIZE OF SIGN

_____ X _____ & _____ X _____

_____ X _____ size of letters/symbols

_____ one sided or _____ two-sided

_____ sf per side _____ total sf of signage

_____ total height of sign

_____ total sf of other signs for property

_____ total sf of all signs combined for business

ESTIMATED COST: _____

FEE: _____

** No more than two (2) rectangles may be used to enclose and measure the area of a sign **

ILLUMINATION

_____ Internal

_____ External (if external, where would lighting be placed)

U.L. label required on all illuminated signs. Wiring and other electrical details shall be shown on plans.

COLORED RENDERING SHALL INCLUDE THE FOLLOWING:

- Dimensions on all items, including letters or symbols on signs
- Colors shown to be exactly as actual sign
- Materials used

Fees: Temporary Banner \$50 each
Sign Panel Replacement \$75 each (1-sided or 2-sided)
New Sign \$100 each

PLOT PLAN: One plot plan of the parcel on which the sign is to be placed shall also be submitted delineating property lines, street lines, building locations and dimensions and parking areas. Other signs shall be noted showing the exact location and size of said signs. Proposed sign shall be shown including dimensions of setbacks from property lines (20' front yard).

Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.

Plot plan should show where the proposed sign would be located and shall include the length of building if sign will be placed on facade.

Please fill out a Building Permit for each individual sign. Said Building Permit shall be accompanied with a non-refundable check for the Building Permit fee and the following:

1. Structural details, including foundation, vertical and horizontal supports, framing and fastening and joining methods and materials.
2. Statement prepared by a licensed NYS engineer indicating sign structure complies with Building Code of NYS.

All plans shall bear signature, mailing address and daytime phone number of the owner, applicant or designer responsible for design of sign.

I have read, understood, and provided all information required as listed in this checklist. I hereby submit this application to the Zoning Board of Appeals, Town of Guilderland, requesting approval for placement of the sign as described herein and in the supporting documentation.

OFFICE USE ONLY	
Reviewed by: _____	Date: _____
Amount: \$ _____	Check #: _____
Scheduled for hearing on: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Sign Permit #: _____