



**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: _____

