

S - B - L

Application # : _____

VILLAGE OF LIBERTY SIGN PERMIT APPLICATION

167 North Main Street
Liberty, New York 12754

Telephone: (845) 292-2250 X17 Fax 295-9216
e-mail: libertyvillagecodeofficer@verizon.net

_____ Date: _____
Street/Building Location

Business Name: _____

Address: _____

Telephone: _____

Property Owner: _____

Address: _____

Telephone: _____

1. Sign Information:

District

- Downtown Commercial Core
- Gateway
- Highway
- Residential

Status

- Permanent
- Temporary (Date to be installed: ____ Date to be removed: ____)

Style

- Wall
- Projecting
- Single-sided
- Double-sided
- Ground/Pole Height from ground to top of sign: _____
- Single-sided Building frontage: _____
- Double-sided Sandwich Board (Restricted for use in the Downtown District Only)
- Banner (These signs are prohibited in the Downtown District)

2. Will the sign be illuminated? No Yes

3. What material will the sign be made of? _____

4. Where is the proposed sign going to be located? _____

5. What are the dimensions of the proposed sign? _____

6. What is the signs clearance to grade (See back #)? _____

7. What are the dimensions of the signable area (See back*)? _____

Property Owners Signature

Applicants Signature

Sworn To Before Me This
_____ day of _____, 201__.

Date Approved: _____
Fee: \$_____

Notary Public

Cash Check: # _____

Instructions For Properly Completing and Submitting a Sign Application

1. Applications must be completed in full. You **MUST** attach the following information to your application. Your application will be denied if any required information is missing.

- ✓ Color photographs of all building facades on which there are currently signs or which are proposed to contain signs, as well as any other freestanding signs on the premises.
- ✓ A drawing, to scale, that shows all existing signs displayed on the premises and the location, height, size and colors of any proposed signs.
- ✓ Specifications for the construction or display of the sign and the technical specifications for its illumination, if applicable.
- ✓ Fees are **NON-REFUNDABLE**. Fees are \$25 for the first application and \$5 for each subsequent application. Checks should be made payable to the Village of Liberty.
- ✓ **NOTE: A PENALTY WILL BE ASSESSED TO YOUR APPLICATION IF YOUR SIGNS ARE DISPLAYED WITHOUT FIRST OBTAINING A VALID SIGN PERMIT.**

Clearance to grade is the distance between the ground and the bottom of the sign.

* Signable area is the area that describes the largest shape on the façade of building free of architectural details

INFORMATION YOU MAY FIND HELPFUL

- No business may display more than four (4) signs.
- You must adhere to the 60/40 sign guideline when designing your sign – you can only cover 60 % of your sign with print/copy. 40% of your sign must remain clear and free of all copy.
- Signs, once approved and displayed, must be maintained. Any indication of wear and tear will cause me to have you repair, replace or remove the sign.
- Signs are only meant to direct your customers to your location. They are not intended for use as a sales mechanism advertising services, merchandise, and the like. Services & merchandise should be offered in newspaper & radio ads, flyers or other types of sales promotions.