

S - B - L

Application # : _____

VILLAGE OF LIBERTY SIGN PERMIT APPLICATION

167 North Main Street
Liberty, New York 12754

Telephone: (845) 292-2250 X117 Fax 295-9216
e-mail: libertyvillagecodeofficer@gmail.com

_____ Street/Building Location

Date: _____

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? _____

_____ Property Owners Signature

_____ Applicants Signature

Sworn To Before Me This
_____ day of _____, 20__.

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. Photos and supporting documentation can also be e-mailed to me at libertyvillagecodeofficer@gmail.com
2. Your application will be denied if any required information is missing.
3. 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.
4. A drawing, to scale, that shows all existing signs displayed on the premises and the location, height, size and colors of any proposed signs.
5. Specifications for the construction or display of the sign and the technical specifications for its illumination, if applicable.
6. Fees are **NON-REFUNDABLE**. Checks are to be made payable to the Village of Liberty. Fees are as follows:
\$25 for the \$1,000 & \$10 for each \$1,000 over that
\$25 Sandwich board signs
7. **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

- a. **No business may display more than four (4) signs.**
- b. 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.
- c. 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.
- d. 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.