



NON-REFUNDABLE FEE _____
APPLICATION DEADLINE _____
MEETING DATE _____
REC'D BY _____

Village of East Rochester · 317 Main Street
East Rochester, New York 14445
Phone (585) 586-3553
Fax (585) 419-8284
www.Eastrochester.org

APPLICATION FOR SIGN PERMIT

***** \$100.00 non-refundable application fee required at the time of submittal *****
Any engineering fees incurred by the village in relation to an application are the responsibility of the applicant

In order to ensure that applications contain the necessary required information for the Planning and Architectural Review Board to act upon your request, the below steps must be completed and submitted at least **3 weeks prior** to the Planning Board Meeting. **Digital plans** are required, via e-mail or disk at the time of submittal.

Sign applications must be received by the Building Department by the Planning Board cutoff date for that meeting.

Planning Board Cutoff Date is _____ for the _____ meeting.

Address of Proposed sign: _____

THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED

1. Submit **THIRTEEN (13)** individual packets containing; a) completed copies of this application b) color renderings of the proposed sign c) a survey map showing the sign location and distance to property lines. The application and attachments must be sorted into individual packets.
2. The plans must be in a scale of not less than 1"=1' in length and ¼"=1' for larger signs.
3. All lettering, decoration or other artwork must be shown in the same style they will appear on the sign, and **shown to scale.**
4. The plan must show structural details of the sign including the method of attachment to the building or ground mounting (installation).
5. If the sign is building mounted, an elevation drawing of the building face, in legible scale must be submitted clearly indicating; a) location of all existing and proposed signs, b) location of all doors and windows c) width and height of building.

6. If the building is not yet constructed, the proposed color of the building must be shown on the sketch.
7. In the case of buildings with more than one occupant, the area of the building face ascribed to the application must be shown.
8. In **all** cases where the building is preexisting, a color photograph of legible size must be submitted, clearly showing the entire building and all signs thereon. For existing shopping centers, the sketch required in paragraph #6 above needs to show only the applicant's portion of the building.
9. All signs within the Downtown Revitalization Area (100-400 block of Main Street and 100-200 block of East Commercial Street) shall be canopy signs or signs with relief or shaded lettering. Colors shall be muted and are recommended to be burgundy, gold or forest green.

NOTE:

All sign applications must be approved by the Planning and Architectural Review Board before a sign permit can be issued.

All sign work is to be done in accordance with this application, plans and the provisions of the Sign Law of the Village of East Rochester and all other applicable laws, ordinances or regulations of the Village of East Rochester and statutes of the County of Monroe and the State of New York. The filed plans are the plans relating to the property described herein, and no other. No material change therein or in any part of said sign shall be made without the consent of the Planning Board.

FEES:

After Planning Board approval is received, a sign permit can be issued.

Permanent sign permit fee \$50.00

Temporary sign permit fee \$25.00 for 45 days

REQUEST FOR SIGN APPROVAL

Applicant's Name _____ phone _____

Applicant's Address _____

Proposed location of sign _____

Owner of Property _____ phone _____

Owner's Address _____

Zoning District _____

Type of construction of proposed sign:

Attached Single faced Free standing Double faced

Size of sign _____ value of sign _____

Does the sign meet the Village of East Rochester Sign Law? Yes section _____ No

If no, date of Zoning Board of Approval _____

Manufacturer of sign _____

Address _____ phone _____

Erected by _____

Address _____ phone _____

If sign is to be illuminated, indicate the method and source of illumination:

Non-applicable direct indirect within overhead below

Spotlight & number _____

Number of sides to be illuminated 1 2 3

Wattage _____ Wiring underground _____

Wiring overhead _____ Type of fixture (light bulb) _____

I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed and the premises used as stipulated in this request.

Signature of Applicant _____ Date _____

Meeting Date _____

Received by _____ Date _____