

Sign Permit Application

Incorporated Village of Westhampton Beach
Phone: (631) 288 - 3479 Fax: (631) 288 - 6275
Email: code.officer@westhamptonbeach.org

Pursuant to the Provisions of the New York State Building Code and the Zoning Ordinance of the Incorporated Village of Westhampton Beach

VILLAGE SIGN REGULATION INFORMATION

Each business establishment shall be permitted a maximum of two signs. The combined total area of all signs shall not exceed an area of one-foot times the width of the storefront of the building and shall not be larger than 20 square feet in the B-1 District. Lettering size shall not exceed 10 inches in height in the B1 Zoning District and shall not exceed 12 inches in height in all other districts. Please see Chapter 197-30 for additional regulations regarding specific signage.

ARCHITECTURAL REVIEW BOARD INFORMATION

The Architectural Review Board reviews all sign applications. The Board generally meets twice a month. Because applications take several weeks to process, the Architectural Review Board recommends that applications be submitted with all necessary information as soon as possible. The Board reserves the right to request additional information not specifically required by this application as may be necessary to conduct an informed review of the application. To expedite your application, please make sure it is complete.

APPLICATION INSTRUCTIONS

NOTE: ALL APPLICATIONS MUST BE NOTORIZED.

Please print these documents in Legal Size format.

The following must be submitted with the Sign Permit Application:

- (1) Copy of Certificate of Occupancy showing the use of the property.
- (2) Survey or approved site plan showing the exact location of building and location of sign(s).
- (3) Accurately scaled drawings of the building with elevations showing the exact location of the proposed signs.
- (4) Accurately scaled drawings of each new or additional sign showing dimensions, materials, height from ground, lettering size and placement. Include color renderings of background, lettering and insignias. Include total square footage of each sign.
- (5) \$60 Fee for each sign, checks payable to the Incorporated Village of Westhampton Beach.
- (6) Copy of sign plan, if applicable.
- (7) Photos of the building and surrounding buildings.
- (8) A separate application must be submitted for each sign.
- (9) Ground signs require Owner(s) Authorization (if applicable).
- (10) Certificate of Workman(s) Compensation - Must be received prior to issuance of sign permit.
Please note: ACCORD forms are NOT ACCEPTABLE proof of Workers Compensation Coverage

APPLICANT/BUSINESS INFORMATION

Tax Map #: 905 - _____ - _____ - _____ Zoning District: _____ Date: _____

Business Name: _____

Business Address: _____

Business Phone #: _____

Applicants Name: _____

Applicants Mailing Address: _____

Applicants Phone #: _____

Sign Professional Responsible For Work: _____

TYPE OF SIGN - Please check one

Awning Sign _____ Directory Sign _____ Ground Sign _____ Hanging Sign _____ Wall Sign _____ Window Sign _____

Other _____

PROPOSED SIGN DETAILS

- (1) Existing use of premises: _____
- (2) Is this application for a permit to replace an existing sign? (Yes) (No)
- (3) If you answered Yes to #2, will this sign be in the exact location? (Yes) (No)
- (4) If you answered yes to #2, was sign erected prior to March 11, 1977? _____ Give date: _____
- (5) If you answered yes to #2, was sign erected prior to April 12, 1991? (Yes) (No) Was permit issued? _____
- (6) Number and size(s) of existing signs: _____
- (7) Total square footage of proposed signs: (Sign #1) _____ (Sign #2) _____
- (8) Storefront/building width (frontage): _____ Projection of sign from building: _____
- (9) Will new or existing sign(s) be illuminated?(Yes) (No)

If yes, please state by what means and list name and address of licensed electrician performing the work:

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PLOT DIAGRAM

Note: Please locate all street names and existing buildings, showing existing and proposed sign(s) locations. For ground signs, indicate setback of building and sign location.

APPLICANT IS HEREBY MADE to the Building & Zoning Division for issuance of a Sign Permit pursuant to the Incorporated Village of Westhampton Beach Zoning Ordinance, Chapter 197-30, and all amendments thereto. The Business Owner/Applicant agrees to comply with all applicable laws, ordinances and regulations governing the erection of signs.

STATE OF NEW YORK,

COUNTY OF SUFFOLK

_____ being duly sworn deposes and says that he/she is
APPLICANT NAME

OWNER / LESSEE / ARCHITECT / ENGINEER / BUILDER / SIGN PROFESSIONAL / OTHER

Of the property heretofore described, and set forth in this application and that all statements contained in this application are true to the best of his/her knowledge. And that the proposed sign is authorized by

_____ OWNER NAME

_____ OWNER ADDRESS

and the undersigned is authorized to make this application.

Sworn to before me this _____ day of _____, 20_____

Notary Public: _____

Signature of Applicant: _____

FOR OFFICIAL USE ONLY

Approved by the Code Enforcement Officer? () Signature: _____ Date: _____