

# TOWN OF ONEONTA

## CODE ENFORCEMENT OFFICE

3966 State Highway 23, P.O. Box A, West Oneonta, New York 13861  
Phone 607-432-8606 Fax 607-432-3135

### APPLICATION FOR SIGN PERMIT

These are the minimum submission requirements as set forth in the Code of the Town of Oneonta Chapter 76-Signs. If you do not meet these minimum requirements, the Town reserves the right to reject the application. Application fees are non-refundable. **Your application must include the following submission requirements.**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Zoning District (check one)  R80  RA40  R20  R10  B1  B2  ID  HDD  MHD  
 PDD-R  PDD-B

1. **Check**, payable to Town of Oneonta, for the proper permit application fee \$ \_\_\_\_\_, Check # \_\_\_\_\_

2. **Scale drawing** of the proposed signage, with notations of:

Proposed date of installation \_\_\_\_\_

\_\_\_ Temporary

\_\_\_ Banner (Display from \_\_\_\_\_ to \_\_\_\_\_)

\_\_\_ Permanent \_\_\_ façade \_\_\_ freestanding

a. Type of sign

b. Dimensions

c. Sign material

d. Lettering material and size

e. Method and type of illumination, if any

f. Method of support

g. Proposed location on land or building

3. 3½" x 5" (minimum) **color photograph of sign**, if it exists

4. 3½" x 5" (minimum) **color photograph of land or building**, showing location of proposed sign

5. 3½" x 5" (minimum) **color photograph of land or building**, showing all signage already in place

6. **Sign Description** below:

**For window or wall signs**, total aggregate window or wall area for sign placement: \_\_\_\_\_ square feet

**Dimensions:** Height: \_\_\_\_\_ multiplied by Width: \_\_\_\_\_ = \_\_\_\_\_ square footage of sign

**Material of sign's supporting structure (circle one):** Wood Aluminum Plastic Vinyl

Other \_\_\_\_\_

**Material of sign trim (circle one):** Wood Aluminum Plastic Vinyl Other \_\_\_\_\_

**Material of lettering/graphics (circle one):** Wood Aluminum Plastic Painted Vinyl

Two sides, both Two sides, each side

**Printed area (circle one):** One side the same different Other: \_\_\_\_\_

**Style (circle one):** Pole Wall Window Graphics Ground-Supported Suspended Other \_\_\_\_\_  
**Mounting Position (circle one):** Parallel to structure Perpendicular to structure Freestanding  
**Internal Illumination (circle one):** Neon Fluorescent Incandescent  
**External Illumination** **Above sign (circle one):** Gooseneck fixture Utility fixture  
**Below sign (circle one):** Flood lamp Spotlight

Date of erection of existing sign(s) (if applicable): \_\_\_\_\_

Name of Owner of sign(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Name and Address of person responsible for the sign: \_\_\_\_\_

Attach written consent of the Owner of the structure or land to which or on which the sign(s) is to be erected in the event the applicant is not the Owner thereof. Attach statement any restrictions by deed or other instrument of record.

Attach copy (proof) of liability insurance for sign  
 Provide worker's compensation insurance proof:  yes  N/A  on file

I hereby certify that I am the  Applicant,  Owner and that I am duly authorized to make and file this application; all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application, and in the plans filed herewith. I agree to comply with the Code of The Town of Oneonta, and all other laws, ordinances, and regulations that may be applicable.

\_\_\_\_\_  
 Signature Date

**DO NOT WRITE BELOW THIS LINE**

Date received \_\_\_\_\_  
 Sign permitted in District  Yes  No      Required set-backs provided  Yes  No  
 Height requirements met  Yes  No      Sign area requirements met  Yes  No  
 Is Special permit required  No  Yes

Fee \$ \_\_\_\_\_ Method of Payment  Check \_\_\_\_\_  Cash Date Paid: \_\_\_\_\_  
 Permit issued: Date \_\_\_\_\_ Number \_\_\_\_\_ By: \_\_\_\_\_