

**CITY OF ONEONTA**  
**SIGN PERMIT APPLICATION**

ALSO FOR AWNINGS WITH WORDS OR DESIGNS

ONE (1) SIGN PER APPLICATION

Code Enforcement Office  
258 Main Street  
Oneonta, New York 13820-2589  
607-433-3435  
607-432-0945 (fax)  
codeenforcement@oneonta.ny.us (email)  
[www.oneonta.ny.us/codeenforcement](http://www.oneonta.ny.us/codeenforcement)

Application Fee:	\$ 50.00
Received By:	_____
Date Received:	_____

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

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

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

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

Street

City State Zip

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

Signature: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

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

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

Street

City State Zip

To ensure that all required documentation is submitted, please complete the following checklist:

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Color drawing / picture of sign / awning |   |                                    |
| <input type="checkbox"/> Answered all Part I questions            |   |                                    |
| <input type="checkbox"/> Answered all Part II questions           | <input type="checkbox"/> Not Applicable |                                    |
| <input type="checkbox"/> Answered all Part III questions          | <input type="checkbox"/> Not Applicable |                                    |
| <input type="checkbox"/> Answered all Part IV questions           | <input type="checkbox"/> Not Applicable |                                    |
| <input type="checkbox"/> Answered all Part V questions            | <input type="checkbox"/> Not Applicable |                                    |
| <input type="checkbox"/> Elevation drawing                        | <input type="checkbox"/> Not Applicable | Sign not attached to building      |
| <input type="checkbox"/> Site plan drawing                        | <input type="checkbox"/> Not Applicable | Sign is attached to building       |
| <input type="checkbox"/> Insurance policy                         | <input type="checkbox"/> Not Applicable | Sign not above public right of way |

### PART I ALL SIGN TYPES

1. Type of Sign:

- |   |  |
|---|--|
| <input type="checkbox"/> Wall Sign          | <input type="checkbox"/> Awnings With Words/Designs          |
| <input type="checkbox"/> Freestanding Sign  | <input type="checkbox"/> Freestanding Directory Sign         |
| <input type="checkbox"/> Perpendicular Sign | <input type="checkbox"/> Upper Story Business Directory Sign |

2. Dimensions of sign face only:

- |                            |                         |
|----------------------------|-------------------------|
| a. Height: _____ Feet      | d. Depth: _____ Inches  |
| b. Width: _____ Feet       | e. Weight: _____ Pounds |
| c. Area: _____ Square Feet |                         |

3. Dimensions of sign including frame &/or support:  No sign frame or support

- |                            |                         |
|----------------------------|-------------------------|
| a. Height: _____ Feet      | d. Depth: _____ Inches  |
| b. Width: _____ Feet       | e. Weight: _____ Pounds |
| c. Area: _____ Square Feet |                         |

4. Will this sign be replacing an existing sign?  Yes  No

a. Will the replacement sign be the exact same size as the existing sign?  Yes  No

5. Are there other signs for this business?  Yes  No

a. If yes, please list what types & how many:

\_\_\_\_\_

6. How many street frontages are there for this business? \_\_\_\_\_

7. What floor level of the building is the business located?

1<sup>st</sup> Floor     2<sup>nd</sup> Floor     3<sup>rd</sup> Floor     Basement    Other: \_\_\_\_\_

8. Will the sign have any of the following: dual media, mirrors, movable parts, fluorescent paint, fluorescent parts, or vertical louvered blinds?

Yes     No

a. If yes, please explain:

\_\_\_\_\_

9. Will the sign be attached to any of the following: balcony, fire escape, parapet, porch, roof, shed, standpipe, tree, or utility pole

Yes     No

a. If yes, please explain:

\_\_\_\_\_

10. Will the sign be animated, flashing, illuminated, or visibly moving?     Yes     No

a. If yes, please explain:

b. How is it illuminated?

\_\_\_\_\_

c. How is the illumination concealed and/or shielded?

\_\_\_\_\_

d. What is the candlepower of lighting per square foot of the sign?

\_\_\_\_\_

11. Material of construction:

a. Sign face:

\_\_\_\_\_

b. Sign frame and/or support:

\_\_\_\_\_

**PART II    FREESTANDING SIGNS ONLY     N A**

1. How many sides will the sign have? \_\_\_\_\_

2. How high above grade will the sign be at the highest part? \_\_\_\_\_ Feet

3. How far from the curb line is the outermost edge of the sign? \_\_\_\_\_ Feet

4. How far from the adjacent property lines will the sign be?

a. Left \_\_\_\_\_ Feet

b. Right \_\_\_\_\_ Feet

**PART III WALL SIGNS ONLY**  N A

1. What is the width of the building frontage for this business where the sign will be? \_\_\_\_\_ Feet
2. Is the sign on the same floor level as the business?  Yes  No
3. Will the sign be parallel to the front façade of the building?  Yes  No
4. How high above grade will the sign be at the highest part? \_\_\_\_\_ Feet
5. Will the sign conceal any architectural feature or detail of any building?  Yes  No
  - a. If yes, please explain:  
\_\_\_\_\_

**PART IV PERPENDICULAR & UPPER DIRECTORY SIGNS ONLY**  N A

1. Is the sign on the same floor level as the business?  Yes  No
2. Will the sign be parallel to the front façade of the building?  Yes  No
3. How many sides will the sign have? \_\_\_\_\_
4. How high above grade will the sign be at the lowest part? \_\_\_\_\_ Feet
5. How far from the wall of the building does the sign project? \_\_\_\_\_ Feet
6. How far from the curb line is the outermost edge of the sign? \_\_\_\_\_ Feet
7. How far from the adjacent property lines will the sign be?
  - a. Left \_\_\_\_\_ Feet
  - b. Right \_\_\_\_\_ Feet

**PART V AWNINGS ONLY**  N A

1. How high above grade will the awning be at the lowest part? \_\_\_\_\_ Feet
2. How far from the wall of the building does the awning project? \_\_\_\_\_ Feet
3. How far from the curb line is the outermost edge of the awning? \_\_\_\_\_ Feet
4. Will there be any signs hanging from the awning?  Yes  No
5. Dimensions of area where words/designs will be only:
  - a. Front:  NA
    1. Height: \_\_\_\_\_ Feet
    2. Width: \_\_\_\_\_ Feet
    3. Area: \_\_\_\_\_ Square Feet

b. Left Side:  NA

1. Height: \_\_\_\_\_ Feet

2. Width: \_\_\_\_\_ Feet

3. Area \_\_\_ Square Feet

c. Right Side  NA

1. Height: \_\_\_\_\_ Feet

2. Width: \_\_\_\_\_ Feet

3. Area \_\_\_ Square Feet

### INSURANCE POLICY

If the sign is over or near a public right of way, a statement from the SIGN OWNER'S insurance company is required with this application. The statement must attest to the existence of an insurance policy indemnifying the City against liability for bodily injury, property damage, judgments, costs, and expenses, which the City may incur or suffer by reason of granting such permit. It is to be noted that the policy MUST BE CONTINUOUS for the duration of the display of the sign. The insurance policy must indicate the name and address of the business.

### REQUIRED DRAWINGS

The drawings do not have to be done by a professional at this time but may be requested later. The drawings can be hand-drawn. It is preferred that any drawings that are hand-drawn be done on graph paper, but are not required to be. All drawings must meet the following criteria: (a) Drawings must be done with a straight edge and to scale. (b) Multiple drawings cannot be on the same page. (c) Drawings cannot be on paper that is smaller than 8½" x 11". (d) Drawings done on paper larger than 11" x 17" must also be provided in digital format (CD, email, etc). (e) See additional requirements below.

#### ALL SIGN TYPES

**Sign:** A color drawing or photograph of the sign/awning

**SIGNS THAT ARE ATTACHED TO THE BUILDING**  NA

**Building Elevation:** A drawing of the side of the building where the sign will be located showing where the sign will be located.

**SIGNS THAT ARE NOT ATTACHED TO THE BUILDING**  NA

**Site Plan:** A drawing of the entire property showing:

1. The location of all buildings (including sheds, carports, etc), decks, fences, retaining walls, parking spaces, driveways, etc.
2. The distance from every property line to the sign.
3. The location and name of every street that borders the property.

**Please note:** A survey can be submitted in lieu of the drawing only if no changes have been made to the property since the survey was completed. A sheet of paper with any required information that is not listed on the survey must also be submitted.

**FOR CODE ENFORCEMENT OFFICE USE ONLY**

Tax Map #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Sign Does Comply With Zoning Code

Sign Does Not Comply With Zoning Code

Board Review:  Planning Commission

Meeting Date: \_\_\_\_\_

Zoning Board

Common Council

Not Required

Sign Permit Application:

Approved

Denied

Withdrawn By Applicant

SEQR Application:

Approved

Denied

Not Required

Site Plan Review Application:

Approved

Denied

Not Required

Special Use Permit Application:

Approved

Denied

Not Required

Zoning Board of Appeals Application:

Approved

Denied

Not Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement Officer Signature