

# VILLAGE OF STILLWATER

TRUSTEES:

Judy Wood-Zeno  
Eunice Marshall  
John Basile  
Judith A Wood-Shaw

INCORPORATED 1816

1 SCHOOL STREET  
PO BOX 507  
STILLWATER, NY 12170  
(518) 664-6258 FAX 664-2166  
Frank Tatum, MAYOR

ATTORNEY  
Dreyer Boyajian LLP  
James R Peluso  
CLERK-TREASURER  
Sheristin Tedesco

## APPLICATION FOR A SIGN PERMIT

<b>File No.</b> _____
<b>Applicant Name</b> _____
<b>Applicant Address:</b> _____
_____
<b>Date Received</b> _____
<b>Date of Final Decision</b> _____
<b>Final Decision</b> _____

The following application should be completed and filed with the Code Enforcement Officer. Such permit shall only be issued following submission, review and approval of an application in accordance with the requirements set forth below and payment of the required fee in accord with the schedule established by the Board of Trustees.

- This application form.
- A scale drawing of the sign which shows content and proposed location of the sign.
- A drawing, with appropriate notes, describing the construction of the sign and, where appropriate, the method of attachment to the building.
- A description or sample of the predominant material of which the proposed sign will be made.
- A description of the proposed method, if any, of sign illumination.

**APPLICANT (Please Print)** \_\_\_\_\_

**MAILING**

**ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**DATE OF APPLICATION** \_\_\_\_\_

**NEW** \_\_\_\_\_ **ALTERATION** \_\_\_\_\_

**SUBMIT:** Location Plan \_\_\_\_\_

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## SIGN INFORMATION

FREE STANDING: \_\_\_\_\_ ATTACHED TO BUILDING: \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

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## LOCATON OF PREMISES

STREET OR ROAD & NUMBER

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SIDE OF STREET: NORTH \_\_\_ SOUTH \_\_\_ EAST \_\_\_ WEST \_\_\_

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## GENERAL SPECIFICATIONS

LOT FRONTAGE \_\_\_\_\_; DEPTH \_\_\_\_\_; AREA \_\_\_\_\_

CONSTRUCTION: FRAME \_\_\_\_\_; BRICK \_\_\_\_\_; CONCRETE \_\_\_\_\_; BLOCK \_\_\_\_\_;  
OTHER \_\_\_\_\_

No. OF STORIES \_\_\_\_\_

LENGTH OF BUILDING \_\_\_\_\_ WIDTH OF BUILDING \_\_\_\_\_

DISTANCE TO PROPERTY LINES: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

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Signs proposed in connection with a Special Use Permit or Site Plan shall be part of such process and the Village Board of Trustees shall have jurisdiction over the approval of such signs as part of that process. The issuance of a Special Use Permit or of a Site Plan approval shall include approval for signage.

**Signatures:**

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To the best of my knowledge the information provided in this application and on the attached site plan is true and accurate.

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Signature of Owner

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Date

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Decision of the Code Enforcement Officer:

Permit Granted

Conditions:

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Permit Denied:

Reasons:

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

\_\_\_\_\_  
Date