

PROCEDURE FOR APPLICATION FOR A SIGN AND/OR AWNING PERMIT

A permit is required for the installation, placement, displaying, alteration, and/or repair of any illuminated and/or non-illuminated sign or awning on a property.

All applications **MUST** be approved by the Board of Architectural Review **PRIOR** to the issuance of a permit. Said Board of Architectural Review meets on the **1ST AND 3RD TUESDAY** evening at 8:00 P.M. with the exception of July and August when they may only meet once during each of those periods.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector when to attend the B.A.R. meeting.

The application shall be filled out completely and legibly with three sets of plans containing the following information:

1. Elevation drawings showing all affected areas of sign and/or awning placement.
2. Scaled drawings, details, and dimensions of the sign and/or awning including lettering, graphics, and logos.
3. Color samples and material samples.
4. Details showing the method of attachment to building.
5. Survey of property and structures thereon (for freestanding signs only).
6. Topographical information (for freestanding signs only).
7. Photographs of the site where the sign and/or awning are proposed; minimum of three (3).
8. One photograph showing the front of building and/or property.
9. One photograph of each adjacent structure as taken from the street and center line of said structure.
10. All plans shall be drawn in a professional manner so as to comply with the New York State Education Law which may require an architect's or engineer's signature and seal.
11. The complete address and telephone number of the applicant, property owner, architect, and contractor.
Note: If the applicant is not the owner, a letter of permission from the property owner is required.
12. Application must be accompanied by the **REQUIRED \$75.00 FILING FEE.**

A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The applicant or a representative is **required to** attend the Board of Architectural Review meeting. The installer of new signs and/or awnings must be present when the Board of Architectural Review examines applications.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.

**VILLAGE OF ARDSLEY
BUILDING DEPARTMENT
507 ASHFORD AVENUE
ARDSLEY, NEW YORK 10502
Phone: 914-693-6961 Fax: 914-693-3706**

SIGN & AWNING PERMIT APPLICATION

APPLICATION #: _____

APPLICATION DATE: _____

PERMIT #: _____

APPLICATION FEE: _____

ISSUE DATE: _____

PERMIT FEE: _____

I/We do hereby make application for a permit to:

() Install a Sign () Install an Awning () Repair a Sign () Repair an awning () Other

Description of work: _____

Cost of Work: _____ (Note: The cost of work shall include all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis)

In accordance with the following statements, the specifications and plans herewith submitted and made part of this application, I (or We) do hereby certify that the construction, alteration or demolition will comply with all provisions of the New York State Uniform Fire prevention and Building Code, the Building Code and Zoning Code of the Village of Ardsley, the regulations of the Health Departments of Westchester County and the State of New York, and other applicable laws, whether specified herein or not. This application will be abandoned in 6 months after the application date, unless before that date, a permit shall have been issued.

Signature of Property Owner

Signature of Person making Application

Street Address of Proposed Work _____

Parcel ID: Section _____ Sub Sec _____ Block _____ Lot _____ Zoning
District _____

Property Owner (print name) _____ Phone # _____

Address of owner: _____ City: _____ State: _____ Zip: _____

Property Lessee (print name) _____ Phone # _____

Address of lessee: _____ City: _____ State: _____ Zip: _____

Applicant (print name) _____ Phone # _____

Address of applicant _____ City: _____ State: _____ Zip: _____

Use of building_____

Dimensions of sign and/or awning_____

Height of building or store_____ft. Width of building or store_____ft.

Type of materials_____

Type of frame (for awnings)_____

FOR FREESTANDING SIGNS ALSO COMPLETE THE FOLLOWING :

Lot Area_____Distance from front line_____ft. Distance from right side line_____ft.

Distance from left side line_____ft. Distance from rear line_____ft.

Height of sign above finished grade_____ft

Who will supervise the work:_____ (contractor, builder, architect, etc.)

Architect (print name)_____ Phone #_____

Address of architect:_____ License #_____

City: _____ State:_____ Zip:_____

Engineer (print name)_____ Phone #_____

Address of engineer:_____ License #_____

City: _____ State:_____ Zip:_____

Contractor (print name)_____ Phone #_____

Contractor Address:_____ City: _____ State:_____ Zip:_____

Westchester County Home Improvement License #_____ Expiration date_____

<u>TYPE OF INSURANCE</u>	<u>POLICY #</u>	<u>EXPIRATION</u>	<u>INSURANCE COMPANY</u>
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Workmen's Compensation	_____	_____	_____
Disability Benefits Insurance	_____	_____	_____
General Liability	_____	_____	_____

NOTE: Applicant must furnish Certificates of Insurance evidencing the above coverage prior to issuance of permit.