

**VILLAGE OF FISHKILL PLANNING BOARD CHECKLIST
SIGN PERMIT**

SIGN PERMIT APPLICATION:

A. Items to Give/Tell to Applicant:

- Application Data Form
- Sign Permit Application
- Inform Applicant of Sign Permit Application Review Fee
- Temporary \$ 50.00
- Single Sided \$150.00
- Double Sided \$250.00
- Inform Applicant of Escrow Account requirements.

B. Items to Receive From Applicant Before Placing Project on Meeting Agenda:

- **Ten (10) copies of completed Application Form.**
- **Ten (10) copies of sign design including exact colors, materials, etc.**
- **Sign Permit Fee.**
- **Escrow Account Fee.**

APPLICATION MUST BE RECEIVED FOR REVIEW 14 DAYS PRIOR TO MEETING DATE (NO EXCEPTIONS).

NO SIGNS WILL BE REVIEWED UNLESS THE OWNER/APPLICANT IS PRESENT AT THE SCHEDULED MEETING.

VILLAGE OF FISHKILL
APPLICATION CHECKLIST:
SIGN PERMIT

NAME OF APPLICATION _____

DESCRIPTION OF PROPOSED SIGN

Signage District: _____

Identify whether it will be a freestanding (i.e., pole-mounted) or building-mounted sign and whether it will be one-sided or double-sided:

Proposed colors and materials: _____

Type of sign illumination (if any): _____

Sign Size and Height:

Horizontal Dimension (length): _____ (in feet)

Vertical Dimension (height): _____ (in feet)

Total Sign Area (length x height): _____ (in sq ft)

If a freestanding sign is proposed, identify the height of top of sign above level of street: _____ (in feet).

If a freestanding sign is proposed, identify the number of parking spaces on the Subject Property: _____.

If a freestanding sign is proposed, identify the setback from the property line: _____.

If a building-mounted sign is proposed, identify the length of the side of the building facing the street (in feet): _____.

Is proposed sign intended to replace an existing sign? If so, identify the sign to be removed: _____.

SUBMISSION REQUIREMENTS

The application for sign permit approval will not be accepted for Planning Board review unless all items identified below are supplied and so indicated with a check mark in the blank line provided. If a particular item is not relevant to the subject property or the sign proposal, the letters "NA" should be entered instead. Applicants are advised to review Article V, Signs, of the Village of Fishkill Zoning Code for a complete enumeration of pertinent requirements and standards prior to making application for sign permit approval.

The information to be supplied as part of an application for sign permit approval shall include the following:

For all signs:

_____ Sketch or plan of the entire site which identifies the location of all structures, parking areas and other relevant site features, which identifies the location of the proposed sign, which demonstrates compliance/non-compliance with the applicable sign setback requirements, and which contains a vicinity map showing the Applicant's entire property in relation to surrounding properties and streets.

_____ Color rendering and specifications of the proposed sign which clearly indicates proposed colors and materials and which identify the sign's vertical horizontal and depth dimensions.

_____ Details of sign illumination showing appearance, size, materials, and power of proposed lighting.

_____ Whenever possible, the Applicant should present material samples for the review of the Planning Board.

_____ Environmental Assessment Form.

For building-mounted signs, the following additional information and materials shall also be provided:

_____ Sketch of building which identifies the location of proposed sign on the building and which identifies the length of the side of the building facing the street (in feet).

_____ Sign renderings/specifications shall also identify the projection of the sign from the building (in feet) and clearance below sign to street or sidewalk level (in feet).

For freestanding (i.e. pole-mounted) signs the following additional information and materials shall also be provided:

_____ Sign renderings/specifications shall also identify the height of the top of sign above the level of street (if applicable).

All application materials shall identify the name of the application, the name of the person/firm which prepared it, and the date/latest revision date of preparation. (Sketches, plans and sign specifications shall be drawn to scale when possible).

Ten (10) complete copies of the sign permit application shall be submitted to the Planning Board Secretary for distribution to the Village Building Inspector, Planning Board and Village Consultants.

A check for the required application fee, payable to the "Village of Fishkill" in the amount specified in Article XV "Fees" in the Village Zoning Code shall be submitted to the Planning Board Secretary. The applicant also acknowledges that he/she shall be responsible for reimbursing the Village for the cost of any professional consultant review services required for this application.

By making this application, the undersigned Applicant agrees to permit Village officials and their designated representatives to conduct on-site inspections in connection with the review of this application.

Signature of Applicant or Authorized Representative: _____

Date: _____

FOR VILLAGE USE ONLY	
Zoning Compliance (circle):	(yes) (no)
If no, identify the requirement(s) not met and the manner in which it does not comply:	
Comments:	
_____ Building Inspector	