

Village of Fishkill
Building Department
1095 Main Street
Fishkill, New York 12524
(845) 897 4430
Fax (845) 896 4656

Application for Sign Permit

(Please read and comply with the Village of Fishkill Zoning Code before preparing this application.)

Applicant Name _____ Phone Number _____

Address _____

Is applicant owner of property? Yes ___ No ___ If no please enter owner info next.

Property Owner Name _____ Phone Number _____

Address _____

Location of property where sign is to be displayed _____

Linear frontage of building facing principal street _____ Sign District _____

Sign type (check only one) Freestanding ___ Post & Arm ___ Projecting ___ Wall ___

Window ___ Awning ___ Directional ___ Temporary ___

Sign Design: All applications must be accompanied by a detailed scaled drawing showing all sign dimensions, graphic design (including lettering and pictorial matter), visual message (text, copy or content of sign), sign colors must submit actual color samples with this application, lighting and landscaping (if proposed). Computer generated paint colors will not be accepted as color samples.

Location: All applications must be accompanied by a plan, drawn to scale, showing the following: for freestanding signs, the position of the sign in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls and fences. For awning, window, wall, or projecting signs: the location on awning, window, wall or building; size of awning, total window area of principal façade, or linear frontage of building (as appropriate); projection from building, if relevant; proposed sign's position in relation to adjacent signs and lighting fixtures.

Sign Specifications

Primary Sign

Size of sign (Using feet not inches) Height _____ Width _____ Total Sq. Ft. _____
(Size of sign will be measured in accordance with Section 171-42 H of the Village Code)

Number of faces (Check only one) Single _____ Double _____

Material Wood _____ Metal _____ Other durable material _____ Specify _____

Lighting No _____ Yes _____ If yes specify type and provide documentation with this
application. _____

For freestanding signs - Sign Height _____ Distance from property line _____

Directional Signs

Size of sign (limited to two square feet) _____
(Size of sign will be measured in accordance with Section 171-42 H of the Village Code)

Material Wood _____ Metal _____ Other durable material _____ Specify _____

Lighting No _____ Yes _____ If yes, specify type and provide documentation with this
Application. _____

The undersigned respectfully petitions the Village of Fishkill Building Inspector for a Sign Permit. Application is being made in accordance with the Village of Fishkill Zoning Code. The undersigned acknowledges that the Building Inspector must refer this application to the Planning Board (when applicable). Such referral will take place within five (5) days of receipt of a complete application, and that, in order to be considered on the next available meeting agenda of the Planning Board, a complete application must be referred at least 14 calendar days before such Planning Board meeting. In order to be considered complete, this application form, the sign design drawing, and payment of application fees must be received by the Building Inspector. Applicant certifies that liability insurance will be carried (copy of which will be attached to permit) covering both erection and maintenance of sign. It is understood that if application is not complete it will be denied either by the Building Inspector or by the Planning Board. In addition, if there are any violations on the property the application will be denied.

Applicant Name: (Please print name) _____

Applicant Signature: _____ Date: _____

Owner of Record Signature: _____ Date: _____

Sign Information

Site location _____ Sign District _____

Sign Contractor _____ Phone number _____

Sign Contractor Address _____

New Signs – Single face \$150.00 double-faced \$250.00

Verbiage change only (No dimensional alterations): Single faced \$150.00

Doubled faced \$250.00

Temporary Signage (Maximum 30 day allowance with one additional renewal per calendar year.)
\$50.00

Retroactive sign permit: \$100.00 (For work commenced or completed prior to application for a Sign Permit. This will be in addition to above fees.)

I hereby agree to hold the Village of Fishkill harmless from any claims arising from the proposed activity. I hereby acknowledge that I may be required to establish an escrow account in anticipation of any and all charges associated with the review by any Village of Fishkill consultants (i.e. Village Engineer, Village Planning Consultant, and Planning Board Attorney)

Applicant Signature

Date

THIS SECTION TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

Sign Permit referred to Planning Board Yes__ No__ Date _____

Application Fee Received Yes__ No__ Amount \$ _____

Comments _____

Sign Permit Granted Yes__ No__ Date _____

Proposed Completion Date _____

Sign Information

Site location _____ Sign District _____

Sign Contractor _____ Phone number _____

Sign Contractor Address _____

New Signs – Single face \$ 150.00 Double faced \$ 250.00

Application Note:

**AS PER THE
VILLAGE PLANNING BOARD**

**ALL ITEMS REQUIRED FOR THE
SIGN PERMIT PROCESS**

MUST BE INCLUDED

OR

THE APPLICATION

WILL BE DENIED

(No exceptions; Please do not ask.)

**DIRECT QUESTIONS TO THE
VILLAGE BUILDING INSPECTOR**

at (845) 897 4430