

**Application Note:**

**AS PER THE  
VILLAGE PLANNING BOARD**

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**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**

Village of Fishkill  
Building Department  
1095 Main Street  
Van Wyck Hall  
Fishkill New York 12524 - 1395  
(845) 807 4430  
Fax (845) 896 4656

## Application for Sign Permit

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

Location of sign & name of business \_\_\_\_\_  
Applicant Name & phone number \_\_\_\_\_  
Is applicant owner of property? Yes \_\_\_ No \_\_\_ If no enter owner info next.  
Property Owner name & phone number \_\_\_\_\_  
Property owner address \_\_\_\_\_  
Linear frontage of building facing principal street \_\_\_\_\_ Sign District SD --  
Sign type (check one only) Freestanding \_\_\_ Hanging \_\_\_ Wall \_\_\_ Window \_\_\_ Awning/Canopy \_\_\_  
Directional \_\_\_ Temporary \_\_\_

**Sign design :** All applications must be accompanied by a detailed 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 site 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 signage, light fixtures, walls and fences. For awnings/canopies, window or wall signage; the location on the awning/canopy, window, wall or building, size of awning/canopy, total window area of principal façade, or linear frontage of building (as appropriate), proposed signs location in relation to adjacent signs and light fixtures.

### Sign Specifications Primary Sign

Size of sign (Using feet, **not inches**) Height \_\_\_ Width \_\_\_ Total Sq Ft \_\_\_\_\_  
Number of sign faces (Check only one) Single \_\_\_ Double \_\_\_  
Material: Wood \_\_\_ Metal \_\_\_ Other durable material \_\_\_ Specify \_\_\_\_\_  
Lighting Yes \_\_\_ No \_\_\_ If yes specify type and provide documentation with this application

### Directional Signs

Size of sign (limited to two 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 Yes  No  If yes specify type and provide documentation with this application

The undersigned respectfully petitions the Village of Fishkill Code Enforcement Officer for a Sign Permit. Application is being made in accordance with the Village of Fishkill Zoning Code. The undersigned acknowledges that the Code Enforcement Officer must refer this application to the Planning board. Such referral will take place within five (5) days of receipt of a completed application, and in order to be considered for the next available meeting agenda of the Planning Board, a completed application must be received at least fourteen (14) calendar days before such Planning Board meeting. In order to be considered complete, this application form, and all required items and fees must be received by the Code Enforcement Officer. Applicant certifies that liability insurance will be carried (copy of which will be attached to permit) covering both the erection and maintenance of sign. It is understood of there are ANY omissions in this application or attachments it will be denied by the Code enforcement Officer 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 property signature ( if different from applicant)

Date

### Sign Information

Site Location \_\_\_\_\_ Sign District SD- \_\_\_\_\_

Sign Contractor \_\_\_\_\_ Contractors Phone Number \_\_\_\_\_

Sign Contractor Address \_\_\_\_\_

Sign Fees – Single sided \$ 150.00 Double faced \$250.00

Verbiage change only (No dimensional alterations) Single sided \$ 150.00 Double faced \$250.00

Temporary Signage no larger than sixteen (16) square feet \$ 50.00 ( Maximum thirty (30) days with one additional renewal per calendar year

**Retroactive sign permit fee \$100.00 in addition to other fees (For work commenced or completed prior to application/approval 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 of this application by any Village of Fishkill consultants i.e Village Planner, Attorney and/or Engineer.

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

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Sign Permit Granted Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

If No was Application Referred To Zoning Board Of Appeals Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Approved by ZBA Yes \_\_\_ No \_\_\_ Date Of ZBA Hearing \_\_\_\_\_

Comments

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Proposed Completion Date (If approved)

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