

Village of Fishkill
Building Department
1095 Main Street
Van Wyck Hall
Fishkill New York 12524 – 1395
(845) 897 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, twelve (12) copies of completed application must be received twenty one (21) 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 if 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

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

Proposed Completion Date (If approved)

Revised 6.2017