

VILLAGE OF POTSDAM

APPLICATION FOR SIGN PERMIT - SIGN REGISTRATION

Instructions to Applicant:

Application #: _____

* A \$15.00 fee shall accompany all applications

- A. Draw plan on separate sheet.
- B. Use BLACK ink.
- C. Show location of sign on building.
- D. Indicate distance from ground level.
- E. Description of sign, materials to be used, color scheme, text, style and content.
- F. Statement, description, and size of all other signs located or proposed to be located on the building or property in question.
- G. All free standing signs require the same information - must be located a minimum of 20' from any street line and 10' from any other lot line.
- H. State plan for illumination.

Date: _____

Name of Applicant: _____

Applicant Phone Number: _____

Address of Applicant: _____

Nature of Business: _____

Tax Map #: _____

Location and where sign is proposed: _____

Owner of Bldg.: _____

Owner Phone Number: _____

Does the applicant have permission to apply for signage at the business location? Yes No

Bldg. Frontage (length): _____

Applicant Signature: _____

DO NOT WRITE BELOW THIS LINE

District: _____

Corner Property: _____

Mixed Occupancy: _____

Remarks: _____

County Planning Board review required? Yes No

Date of Examination: _____

Inspector: _____

Planning Board Review Sign: Approved Refused

Stipulations or reason for refusal: _____

Date: _____

Planning Board Chairperson: _____