

**TOWN OF WILLSBORO, NY**

**SIGN PERMIT APPLICATION**

Property Tax Map #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project site: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Is the project in compliance with the Town of Willsboro Zoning Ordinance? \_\_\_\_\_

Does the project require an off-premise sign permit from the Dept. of Environmental Con? \_\_\_\_\_ APA? \_\_\_\_\_

Please provide the following information:

- \_\_\_ Plot plan showing: 1) location of the sign
- 2) distance from buildings, roads, utility poles, property lines
- 3) existing signs/sizes & dimensions, etc.)

\_\_\_ Drawing of the proposed sign including:

- 1) dimensions
- 2) area in square feet
- 3) structural supports/brackets
- 4) height (from ground to top/bottom)
- 5) text/lettering
- 6) colors
- 7) lighting/illumination (interior/exterior, neon, flashing, etc.)

Plans are: \_\_\_\_\_ attached/enclosed \_\_\_\_\_ shipped separately \_\_\_\_\_ not supplied. Plot plan attached: \_\_\_\_\_

Estimated cost of project: \_\_\_\_\_ Has any work on the project been started or completed? \_\_\_\_\_

*Application Certification: I hereby certify that I have read the instructions and examined the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.*

Signature of Applicant/  
Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required fee: \$ \_\_\_\_\_ cash: \_\_\_\_\_ check #: \_\_\_\_\_ Make checks payable to: **Town of Willsboro**

Date Received: \_\_\_\_\_ Reviewed by CEO: \_\_\_\_\_ Approved by Planning Board: \_\_\_\_\_