

### Planning Board Application for New Signs

A.) This application must be printed and submitted to the Village of Victor Planning Board Clerk at Village Hall, 60 East Main Street.

Incomplete applications will not be accepted.

B.) This application shall be accompanied with, unless otherwise specified by the Code Enforcement Officer:

- i. A site map showing sign location, existing buildings and parking lots, and dimensions between the sign and all roadways;
- ii. Detailed drawing to scale showing construction details, color, dimensions of sign, etc.
- iii. Detailed drawing showing position of any lighting.

C.) Applicant shall provide a certificate of insurance for Workmen's Compensation / Employer's Liability and Disability Insurance presently held by the General Contractor.

D.) The sign permit fee shall be based on the Village of Victor Schedule of Fees available from the Building Department and **shall be paid with submittal of this application.**

Address of Job Site \_\_\_\_\_ Work Start Date \_\_\_\_\_

Business Name \_\_\_\_\_ Estimated End Date \_\_\_\_\_

Tap map # \_\_\_\_\_ Estimated Value of Work \_\_\_\_\_

Occupancy Type (use):  Assembly (A)     Business (B)     Educational (E)  
 Factory (F)     High-Hazard (H)     Institutional (I)  
 Mercantile (M)     Residential (R)     Storage (S)     Utility (U)

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's email \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owner's Address \_\_\_\_\_

Contractor/ Builder's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Contractor/Builder's Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Village of Victor Code requires most signs to receive Planning Board approvals prior to issuance of building permit. In many cases, there are other approvals needed as well. Please inquire about submission requirements, deadlines, etc., as soon as possible.

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

The applicant shall, as part of this application, agree to:

- Notify the building department of any changes in the information contained in the application or approved plans and specifications.
- Perform all work in accordance to the submitted and accepted construction documents.
- Notify the building department 24 hours in advance for all required inspections..
- Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.
- Abide by Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department.
- Have all electrical work inspected by an authorized agency and procure a certificate of approval.
- Commence work within six months of the issuance of this permit or the permit will be revoked.
- Work may NOT commence prior to the issuance of the building permit.

Applicant's initials, signifying agreement to above: \_\_\_\_\_

### Type & Size of Sign(s)

- Awning Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Freestanding Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Window/Door Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Projecting Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Portable Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Wall Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Hanging Description: \_\_\_\_\_ Size: \_\_\_\_\_
- Marquee Description: \_\_\_\_\_ Size: \_\_\_\_\_

Supporting documentation must be included for signage: **\*required\***

- Professional color rendering with size, lighting, Historical colors used and construction materials noted.
- List of colors used  Mural  Devoe \_\_\_\_\_

**Thank you for completely filling out this application!**

For Office Use Only

Signature

Date

Examined by \_\_\_\_\_

**Sign Permit Fee \$75.00**

PB Approval \_\_\_\_\_

Date Paid \_\_\_\_\_

Approved/Denied by \_\_\_\_\_

Permit # \_\_\_\_\_

Date issued \_\_\_\_\_