



Town of Chester
Planning and Zoning
P.O. Box 423
Chestertown, NY 12817
Telephone: (518) 494-7369

Application #: _____
Received: _____
Amt. Paid: _____
Inspected: _____

Application for a Sign Permit

Property Owner's Name: _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Applicant (if different than owner): _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Tax Map Parcel #: _____ Location of Property (911 Address): _____

Business Name: _____	Type of Sign Proposed: Free-Standing _____ Wall _____
Wording on Sign: _____	Illumination of Sign: External _____ Internal _____ None _____
Size of the Sign: Length _____ x Width _____ = Total Sq. Ft. _____	If illuminated, indicate light/lamp colors used: _____
If freestanding, height of sign: _____	Estimate of the cost of erecting the sign and the value thereof: _____

Instruction to Applicant: Section 7.04 of the Town of Chester Zoning Local Law, Warren County, New York, requires the issuance of a permit before **any** sign (except authorized, incidental, directional, and real estate signs) may be erected or displayed.

Please follow all instructions for the filing of an application:

Application shall be accompanied by:

1. Two (2) copies of plans showing the following information:

- a. Location of building, structure or lot to which or upon which the sign is to be attached or erected, and the exact location proposed for the sign on the building or lot;
- b. Position of the sign in relation to nearby buildings or structures, if any;
- c. Area of the sign, its dimensions, character and structural design, lettering, pictorial, and/or design characteristics, colors of background and colors of graphics, height of the bottom of sign above any adjacent sidewalk or other public or pedestrian way, distance from curb line, or center line of roadway if curb is non-existent, method of illumination (if any), and light or lamp colors proposed.
- d. Method of fastening the sign to the building or erecting a free-standing sign, and all specifications relating to the sign;
- e. Name of person, firm, corporation or other body, contractor or agency erecting the sign;
- f. Endorsement by the owner of the building or property on which the sign is to be erected, indicating owner's approval of the sign as shown on the plans;

- g. Evidence of insurance coverage or other document, agreement, liability policy or bond acceptable to the Town Board, saving harmless the Town of Chester from any and all liability, damages, judgments, costs or expenses for which the Town might be liable by reason of the issuance of a permit for the erection of such sign;
- h. An estimate of the cost of erecting the sign and the value thereof; and
- i. Such additional information as may be required by the Zoning Administrator and/or the Town Board as a basis for evaluating the proposal.

2. Fee, as per Fee Schedule. Checks to be made payable to: Town of Chester.

Issuance of Permit:

A permit shall be issued on the basis of an acceptable plan meeting the requirements of the Town of Chester Zoning Local Law, and such permit shall be subject to endorsement as provided for in Endorsement Procedure. In cases where the Zoning Administrator is of the opinion a sign proposed to be erected or the building or structure upon which such sign is proposed to be erected will be or is unsafe or unsuited for such purpose, the Zoning Administrator may withhold the issuance of a permit until the applicant submits a written statement from a professional structural engineer registered in the State of New York certifying as to the safety of such sign and the method of erection and/or securing the same to the said building or structure. The cost of providing such proof of safety shall be borne by the applicant.

Enforcement Procedure:

After a sign for which a permit has been issued is in place, the owner of such sign shall notify the Zoning Administrator who shall inspect the sign to determine its conformity to the approved plans and the Zoning Administrator shall endorse the permit. If the sign is not located in accordance with the plans or if there is evidence that the erected or construction thereof or the method of securing the same to a building or structure is not in accordance with the plans, the sign permit shall be revoked. The owner of said sign shall be given thirty (30) days within which to correct the deficiency or violation on which the permit revocation is based. Within the thirty (30) day period, a revoked sign permit may be reinstated upon compliance with the requirements governing its issuance. However, if the owner fails to correct the violation within the thirty (30) day period, the Zoning Administrator shall order the sign to be removed. Non-compliance with the order within ten (10) days shall be deemed a violation punishable as provided in Article 13 of the Town of Chester Zoning Local Law.

Permit Number Affixed To Sign:

Prior to its display, the owner of an approved business sign shall affix thereon, in the lower right hand corner, the sign permit number.

Permits Not Transferable:

No sign permit issued under the provisions of this ordinance shall be assigned or transferred to another by the holder thereof. The Town of Chester and the officials authorized herein have the exclusive responsibility for issuance of sign permits. Any assignment or transfer of such permit is hereby declared to be null and void, a violation of the ordinance and subject to the penalties and remedies provided for in Section 13 of the Town of Chester Zoning Local Law.

The undersigned hereby applies for a sign permit to do the attached work in accordance with the description, plan, specifications, and such special conditions (if applicable).

I, We, hereby authorize the Town of Chester, its employees, and authorized agents access to the property for purpose of inspection.

Signature of Owner

Signature of Applicant

Date

Date