

Instructions for Town of Chester Sign Application

(Please Read Carefully)

1. Fill out and return application with all required materials to the Office of Planning and Zoning.
2. Application shall be accompanied by:
 - a. **Two (2) copies of plans showing the following information:**
 - i. 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;
 - ii. Position of the sign in relation to nearby buildings or structures, if any;
 - iii. 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 there be no curb, method of illumination, if any, and light or lamp colors proposed and any moving characteristics, either mechanical or lighting;
 - iv. Method of fastening the sign to the building or erecting a free-standing sign, and all specifications relating to the sign;
 - v. Name of person, firm, corporation or other body, contractor or agency erecting the sign;
 - vi. 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;
 - vii. An estimate of the cost of erecting the sign and the value thereof; and
 - viii. Such additional information as may be required by the Zoning Administrator and/or the Town Board as a basis for evaluating the proposal.
 - b. **Fee**, as per Fee Schedule, shall accompany each Application. Checks to be made payable to: **Town of Chester**.
 - c. If the proposal involves installation of a **freestanding sign**, a written statement from a professional structural engineer and/or evidence of insurance must be provided with this Application before issuance of a Permit.
 - d. **Authorization Form**. If the Application and materials are being submitted by someone other than the owner of record, the Authorization Form **must be** completed and attached with this Application. 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, must be provided.
3. If more than one sign is proposed, please submit a separate Sign Application for each sign (only one sign per Application).



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

Application #: S20 _____ - _____
Date Received: ____/____/____
Amt. Paid: _____
Inspected: _____

Application for a Sign Permit

Contact Information:

Property Owner's Name: _____

Mailing Address: _____

Phone (Cell and/or Home): _____ Email: _____

Applicant's Name: _____

Mailing Address: _____

Phone (Cell and/or Home): _____ Email: _____

Contractor's Name: _____

Mailing Address: _____

Phone (Cell and/or Home): _____ Email: _____

Property and Proposed Sign Information:

Physical Address (911 Location): _____ **Tax Map #:** _____

Zoning District: Hamlet:___ Rural Use:___ Low Intensity:___ M. Intensity:___ R. Mgmt.:___ Industrial:___

Business Name: _____ **Wording on Sign:** _____

Type of Sign Proposed:

- Free-Standing If freestanding, height of sign: _____ (Not to exceed 20' in height above the ground on which such sign is erected)
 Distance of free-standing sign from the street or highway right of way: _____
 Distance of sign from curb line or center line of roadway if there be no curb: _____
 Written statement from a professional structural engineer and/or evidence of insurance must be provided, as required by Section 7.04(C)(6).

- Wall Method of Fastening Sign to Building: _____

- Projecting Height of the bottom of sign above any adjacent sidewalk or other public or pedestrian way: _____
 How far will the sign extend over a sidewalk from the face of the building to which it is attached? _____
 Distance from highway right of way: _____

- Window Area of Window within which sign is placed: _____
 Will the sign exceed 15% of the window area? Yes No

Sign Area: Length _____ x Width _____ = Total Sq. Ft. _____ **Colors Used:** _____

Sign Illumination: External Internal None **Light/lamp colors proposed?:** _____

Moving characteristics, either mechanical or lighting? Yes No **Do signs currently exist on property?**
 Yes No *If yes, list all existing signage & indicate type of sign and sign area for each sign.*

Estimate of the cost of erecting the sign and the value thereof: _____

AUTHORIZATION FORM
“TO ACT AS AGENT FOR”

I, _____, owner of the premises
located at: _____ in the Town of Chester,
identified by Tax Map Parcel #: _____,
hereby designate: _____,
to act as my AGENT regarding my Zoning Certificate for:

Owner's Signature

Date

Agent's Signature

Date