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:	/	<i>_</i>
Amt. Paid:		
Inspected:		

Application for a Sign Permit

Contact Information:								
Property Owner's Nan	ne:							
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 Hon	ne):			E	mail:			
	F	Property and	Proposed Sign	n Informatio	n:			
Physical Address (911 Location):			Tax Map #:					
Zoning District:	Hamlet: Ru	ral Use:	Low Intensity:	M. Intens	sity: 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 will the sign exce	within which siged 15% of the	gn is placed: window area?	 □ Yes	□ No			
Sign Area:								
Sign Illumination:	□ External □ I	nternal 🗆 No	one Lig	ht/lamp colo	s propos	ed?:		
Moving characteristics,					i gns curre es □ No	ently exist on property? If yes, list all existing signage of type of sign and sign area for or		

Additional Information:

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.

Permits Not Transferable:

Additional Town Approvals Required:

Zoning Administrator

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.

I certify that the Application, plans and supporting materials are true and correct to the best of my knowledge and all work will be performed in accordance with the description, plan, specifications and such special conditions.

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

Applicant (Print Name)

Signature of Applicant

Date

Declaration: I hereby authorize the applicant to place a sign on my property or building:

Property Owner (Print Name)

Signature of Property Owner

Date

To Be Completed by the Zoning Administrator (Office Use Only)

Action Taken: Approved (Sign Permit Issued): ______ Denied: ______

Variance:

Date

AUTHORIZATION FORM "TO ACT AS AGENT FOR"

l,	, 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 Zo	oning Certificate for:
Occurs and a Oissus at some	Data
Owner's Signature	Date
Agent's Signature	Date