

## 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 Planning Board.
  - 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 or projecting sign**, a written statement from a professional structural engineer and/or evidence of insurance is to 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 free-standing, 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.

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:\_\_\_\_\_  
 Method of Fastening Sign to Building:\_\_\_\_\_

Other: \_\_\_\_\_

**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 Permit for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agent's Signature**

\_\_\_\_\_  
**Date**