

**TOWN OF PLATTSBURGH  
SIGN PERMIT APPLICATION**

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Date Submitted: _____	Tax Map #: _____	Permit number: _____
Date Approved: _____	Zoning District: _____	Date Permit Paid: _____
Date Denied: _____	ZBA or PB Approval: _____	Bldg Permit Fee: _____

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ADDRESS OF THE PROPERTY: \_\_\_\_\_

1) Applicant: Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address \_\_\_\_\_

2) Property Owner (only use if different than Applicant)

Owner: Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

**DIRECTIONS FOR COMPLETING THIS APPLICATION:**

1. Deliver or mail this completed application with appropriate fee to:

Town of Plattsburgh Codes Department  
151 Banker Road  
Plattsburgh, NY 12901

2. Please sign the application in front of a Notary Public. Notary Publics are available at the Town of Plattsburgh Offices for your convenience.

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3) \*\*\*Check what sign you are applying for\*\*\*

\_\_\_\_ Freestanding Sign

\_\_\_\_ Building Sign

\_\_\_\_ Temporary Sign (Limited to 60 Days in a Calendar Year)

Dates That Temporary Sign will be up \_\_\_\_\_

**APPLICATION IS HEREBY MADE TO PLACE A SIGN:**

4. Location to property lines (if Pylon or Monument Sign) \_\_\_\_\_

5. Material \_\_\_\_\_

6. Sign Size \_\_\_\_\_ Sign Height (if Freestanding) \_\_\_\_\_

Illuminated Yes \_\_\_\_\_ No \_\_\_\_\_ Other Pertinent Data \_\_\_\_\_

7. Length of building along road frontage \_\_\_\_\_

8. Square footage of sign requested \_\_\_\_\_

**APPLICATION FOR A SIGN PERMIT**

9. List of other signs on property \_\_\_\_\_  
\_\_\_\_\_

10. Location of Property \_\_\_\_\_

11. Any existing variances for property \_\_\_\_\_

12. **Attach a drawing or picture of the proposed sign to the application.**

**IF APPLICATION IS NOT FULLY COMPLETED, NO PERMIT WILL BE ISSUED.**

STATE OF NEW YORK)

ss:

COUNTY OF CLINTON)

Deponent, being duly sworn, says that he (she) is the owner or authorized agent for which the forgoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

.....

**FOR USE BY THE CODE ENFORCEMENT OFFICER ONLY:**

( ) Approved

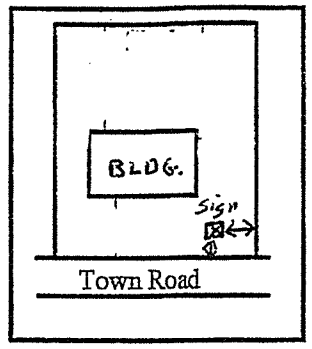
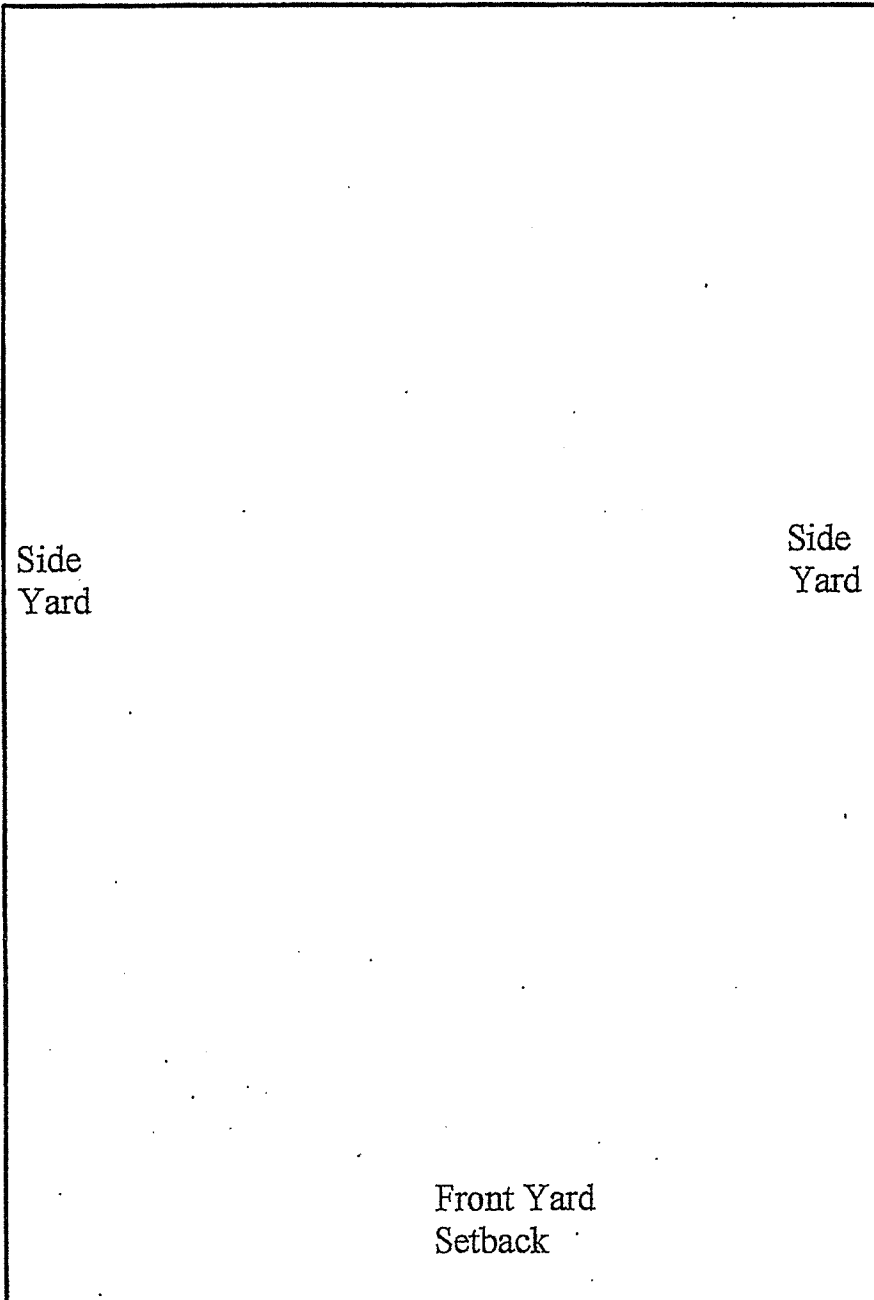
( ) Denied - Not in conformance with the following provision(s) of the Town of Plattsburgh Zoning Ordinance:

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

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

Date: \_\_\_\_\_ By: \_\_\_\_\_

PL



Plot Plan Example

PL

Property Line (PL)

\* SHOW BLDG AND SIGN LOCATION ON PROPERTY.

Road Name \_\_\_\_\_

# Plot Plan