



Building Department
 Stanley H. Kellerhouse Municipal Building
 One Van Wyck Street
 Croton-on-Hudson, NY 10520-2501
 Tel: 914-271-4783, Fax: 914-271-3790

Sign Permit Application

(Form # Eng-230-44-A)

(Revision Date 7/2015)

Instructions: An application for a sign must be submitted under section 230-44 of the Village Code. Application must be received by noon on the Thursday before scheduled Planning Meetings. Submit completed application with required drawings and fee as indicated in the Village Fee Schedule.

Application Date: _____ Application #: (Village use) _____

Property Information:

Section:	Block:	Lot:
Zoning District		
<input type="checkbox"/> RA-40	<input type="checkbox"/> RA-5	<input type="checkbox"/> C-1
<input type="checkbox"/> RA-25	<input type="checkbox"/> O-1	<input type="checkbox"/> C-2
<input type="checkbox"/> RA-9	<input type="checkbox"/> O-2	<input type="checkbox"/> LI
		<input type="checkbox"/> RC (One-Family Residence)
		<input type="checkbox"/> RC (Multiple Residence)
		<input type="checkbox"/> RB (One-Family Residence)
		<input type="checkbox"/> RB (Two-Family Residence)
		<input type="checkbox"/> WC
		<input type="checkbox"/> WD

Business/Office Name: _____

Nature of Business: (i.e. dental, law) _____

Street Address: _____

Applicant Information: (Property Owner; Business Owner; Other _____)

Last Name: _____ First Name: _____ MI: _____

Company: _____

Address: _____

Address: _____

Office #: _____ Cell #: _____ Fax #: _____

Sign Contractor Information:

Last Name: _____ First Name: _____ MI: _____

Company: _____

Address: _____

Address: _____

Office #: _____ Cell #: _____ Fax #: _____

Sign Information:

Sign Location: _____

Sign Type: <input type="checkbox"/> Permanent, <input type="checkbox"/> Temporary <input type="checkbox"/> Temperature/Time Sign <input type="checkbox"/> Neon, <input type="checkbox"/> Billboard <input type="checkbox"/> Nonconforming	Reason for Application: <input type="checkbox"/> Erect New Sign <input type="checkbox"/> Replace Existing Sign <input type="checkbox"/> Move Existing Sign <input type="checkbox"/> Modify Existing Sign	Submitted with an application for: <input type="checkbox"/> Site Plan <input type="checkbox"/> Amended Site Plan <input type="checkbox"/> Change of Use <input type="checkbox"/> N/A
---	--	--

Size of Sign: Height: _____ Length: _____ Area: _____ (See *Calculating Sign Area* on page 2/4)

Mounted Sign Height: (For freestanding signs, from ground to top of sign) _____

Text on Sign: _____

Sign Material: _____

Font: _____ Letter Height: _____

Color Scheme: _____

For all applications attach the following information:

- Scaled and dimensioned drawings of the proposed sign, including lettering
- 8.5" x 11" color photo of store with proposed sign super-imposed on façade
- 8.5" x 11" color photo of store and adjacent buildings with proposed sign super-imposed on façade
- A swatch or sample of the proposed sign material in the color(s) proposed
- If illuminated, an illumination plan (including number, placement, intensity and hours of illumination of all planned light fixtures)

Calculating Sign Area:

When sign is on a plate or frame or outlined, all of the area of such plate or area enclosed by frame or outline shall be included. The sign supports that affix to the ground or structure shall not be included in the sign area, unless such supports are evidently designed to be part of the sign. If a sign consists of several individual faces, the sign area shall be the aggregate area of all faces that can be observed from any one point.

When a sign consists only of letters, symbols, designs or figures engraved, painted, projected or in any manner affixed on a wall, the area of such sign shall be deemed to be that of the smallest single basic geometric shape (e.g., square, rectangle, triangle or circle) which encompasses all letters, symbols, designs or figures.

Equations: Rectangular $A = H \times L$
 Circular $A = \pi (r^2)$



Temporary Signs: § 230-44 (K)

Temporary signs are those that are displayed for short periods of time. Unless specified otherwise, all temporary signs shall be limited in usage to a maximum of 45 days. Signs shall not be considered temporary if they are effectively displayed on an ongoing basis, interrupted by short intervals when they are not displayed. In addition the following types of temporary signs do not require a permit:

- For Sale,” “For Rent,” or “Sold” signs (Two per single lot, not exceeding 6 square feet in area. Not limited to 45 days.)
- Subdivision signs. (Not exceeding 16 square feet in area and set back from the street line 15 feet. Not limited to 45 days.)
- Construction signs. (One sign each for the engineer, architect and contractor(s), not exceeding 6 square feet, for the duration of the construction. Removed when construction is complete.)
- Election campaign signs. (Not limited to 45 days. Removed within 10 days after the election.)
- Signs for garage sales, tag sales or other business activities and events that have duration of 7 calendar days or less.
- Signs pertaining to events of civic, philanthropic, educational or religious institutions. (Not subject to size limitations.)

Sign Review Process: § 230-44 (C) & (Q)

Except for temporary signs, sign applications will be reviewed by the Engineer and forwarded to the Visual Environment Advisory Board (VEB). The VEB will make a recommendation to the Engineer and/or Planning Board. All sign applications submitted with an application for site plan, amended site plan or change of use are included in the Planning Board’s site development plan review process and decision.

Instructions: Complete applicable sections below.

I. Relationship to Use: § 230-44 (D)

No Yes

- Does proposed sign pertain to the use conducted on the property?

II. Sign Illumination: § 230-44 (E) (1-3)

No Yes

- Does sign involve any type of illumination? *(If no, go to the next section.)*
- Is proposed illumination twinkling, flashing, intermittent (except for time/temperature signs), or is it of changing degrees of color or intensity?
- Is proposed sign neon and located inside the building?
- Does sign contains or consists of Day-Glo-like material?
- Is sign light source shielded to eliminate glare?

III. Placement: § 230-44 (F)

No Yes

- Will sign obstruct signs displayed by a public authority?
- Will sign obstruct proper vehicle site distance?
- Will sign interfere with pedestrian or vehicular traffic flow?
- Will sign interfere with any ventilation system, door or window?
- Will sign interfere with a fire escape?

IV. Movement: § 230-44 (G)

No Yes

- Does the sign have movement, animation, rotation or revolving parts? *(If no, go to the next section.)*
- Is sign associated with an educational, religious or municipal institution, gas station or movie theatre?
- Does the sign have removable letters?
- Does sign contain light strips or strings of lights that do not comprise the actual text of the sign?

V. Quality: § 230-44 (H)

No Yes

- Is sign and related illumination of professional quality with respect to such matters as design, painting, lettering, materials and construction?

VI. Projecting Signs: § 230-44 (J)

No Yes

- Is sign project out from building façade?
- Does sign project vertically above the roofline or parapet, or extend horizontally beyond the limits of the building? *(If no to the first two questions in this section, go to the next section)*
- Is there at least an 8’ clearance above pedestrian right-of-ways?
- Is there at least a 14’ clearance above vehicular right-of-ways?

VII. Temporary Signs Requiring a Permit (Maximum of 45 days): § 230-44 (K) (1-3)

_____ Square footage of temporary sign (*maximum is 16 square feet*)

No Yes

- Is sign a temporary sign (i.e. usage limited to a maximum of 45 days)? (*If no, go to the next section*)
- Does sign have adhesive backing?
- Is sign easily removable without residual marking?
- Is sign illuminated?
- Except with respect to quality, do temporary signs conform to all sign requirements in the village?

VIII. Freestanding Signs: § 230-44 (L)

No Yes NA

- Is sign freestanding? (*If no, go to the next section*)
- If use is a shopping center or motor vehicle service station, does sign extend more than 20' in height from the ground to the top of the sign?
- If sign is not for a shopping center or motor vehicle service station use, does it extend more than 10' in height from the ground to the top of the sign?

IX. Prohibitions: § 230-44 (M)

No Yes

- Is sign a billboards which is existing on the effective date of these regulations and which is associated with a site which is on the National Register of Historic Places.
- Could sign compete for attention with or be mistaken for a traffic sign?
- Does sign include searchlight beams, blimps or permanent balloons?
- Is sign attached to or painted on a truck or other vehicle that is obviously marked and parked in such a manner as to advertise or attract attention to an establishment or business?

X. Consistent Signage: § 230-44 (N)

No Yes

- Including proposed sign, will building have more than one sign? (*If no, go to the next section*)
- Is new sign consistent with other signs in terms of size, shape, mounting type, and height?

XI. Window Sign: § 230-44 (O)

No Yes

- Is proposed sign a permanent window sign?

_____ Square footage of permanent window sign

÷ _____ Square footage of window

= _____% Percent of window area used by permanent window sign (must be 25% or less)

XII. Zoning District Sign Standards: § 230-44 (P) (1-9) Only complete section for the zoning district in which the property is located.

One-Family Residence (RA-40, RA-25, RA-9, RA-5) / Two-Family Residence (RB) / Multiple Residence (RC)

_____ Number of signs (*Maximum is 1*)

NA No Yes

- If use is a nursery with seasonal sales or a funeral home, is the sign a non-illuminated nameplate or professional sign with an area of not over two square feet?
- If there is a customary home occupation, professional office, studio or daycare center, is the only sign visible from the street a non-illuminated nameplate or professional sign with an area of not over two square feet?
- If sign is for an educational institution, is the sign non-illuminated and less than 12 square feet?
- If use is a bed and breakfast establishment,
 - Does sign area exceed 2 square feet?
 - If sign is freestanding, does the height exceed 6' and is it at least 5' from the property line?
 - Is sign internally illuminated?
 - If sign is externally illuminated, does the total illumination exceed 100 Watts?
 - If illuminated, is illumination constant and directed toward the sign and shielded to eliminate glare?

Limited Office (O-1)

_____ Number of signs (*Maximum is 1*)

_____ Square footage of sign (*Maximum is 5 sq. ft.*)

No Yes

- Is sign illuminated?
- Does the sign face the street?

Limited Office (O-2)

_____ Number of signs (*Maximum is 1*)

_____ Square footage of sign (*Maximum is 1.5 times the length in feet of the wall on which it is placed*)

_____ Length of wall on which sign is installed

No Yes

- Does sign face the street?
- Is sign parallel to the face of the building?
- Does any part of sign installed parallel to wall, including illuminating devices, project more than 12" from wall?
- Is sign perpendicular to the face of the building?
- Does any part of sign installed perpendicular to the wall, including illuminating devices, project more than 36" from wall?

Central Commercial (C-1) / General Commercial (C-2)

- _____ Number of businesses on the lot
- _____ Number of signs on building façade
- _____ Square footage of sign
- _____ Length of wall on which sign is installed

No Yes

- Is the total aggregate area of all signs more than 2 times the length, in feet, of the wall on which they are placed?
- If sign is parallel to wall, does any part, including illuminating devices, project more than 12” from the wall?
- If sign is perpendicular to wall, does any part, including illuminating devices, project more than 36” from the wall?
- Is sign located on same lot as establishment?
- Is there more than one sign on building façade that faces the street?
- If building set back from the curb line is 25 feet or more, is the freestanding sign more than 40 square feet on each face?
Note: If building set back is 15’-25’, applicant may apply to ZBA for special permit for freestanding sign.
- In C-1 district, if use is motor vehicle service station, are there more than one freestanding sign and one exterior sign per wall facing a street?
- In C-1 district, if use is in connection with sale of used or rental vehicles at a service station, are there any temporary signs on the exterior of vehicles or signs in the interior of the vehicle larger than 12” by 15” with characters larger than one inch?
- In C-2 district, if use is drive-in theater, is the name of the theater on a sign affixed to the theater screen structure on the reverse side of the screen, and is a supplementary sign on that same face announcing the feature attractions and customary announcements?
- In C-2 district, if use is motor vehicle sales and service agencies, are there more than one freestanding sign and one exterior sign per wall facing a street?
- In C-2 district, if use is motor vehicle sales and service agencies, are there temporary signs on the exterior of vehicles or signs in the interior of vehicles larger than 12” by 15” with characters larger than one inch?

Light Industrial (LI)

No Yes

- Is more than one sign facing each street from which access to the lot is provided?
- Are signs attached to the wall of the building?
- Is the sign area greater than 50 square feet or an area equal to 1.5 times the length of the wall in feet (whichever is less)?
- Are all light sources shielded from view of adjacent lots and streets and will they be extinguished no later than 9 p.m.?
- Is there more than one identification sign at each point of access to the lot?
- Is the identification sign’s area more than 3 square feet?
- Is there more than one directory sign at the entrance of the complex?
- Is the directory sign more than eight feet in height with listings greater than 8” in height and 2’ in length?

Waterfront Commercial (WC)

No Yes

- Are there more than one sign facing each street from which access to the lot is provided?
- Is the sign area greater than 30 square feet or an area equal to 1.5 times the length of the wall in feet (whichever is less)?
- Are signs attached to the wall of the building?
- Yes No
 - If there is no building, is the sign closer than 25 feet to the nearest lot line?
 - If there is no building, is the sign greater than 10 feet from the ground?
- Are all light sources shielded from view of adjacent lots and streets and will they be extinguished no later than normal business hours?

Waterfront Development (WD)

No Yes

- Is use a professional office or studio?
- No Yes
 - Is sign a non-illuminated nameplate or professional sign with an area of not over two square feet?
- Is more than one sign facing each street from which access to the lot is provided?
- Are signs attached to the wall of the building?
- Does sign exceed an area of 24 square feet or extend beyond the wall in any direction?
- If there is no building, is the freestanding sign higher than 10 feet above the ground and/or greater than 24 square feet in size and/ or closer than 25 feet to the nearest lot line?
- Are all light sources shielded to prevent glare?
- Will sign remain illuminated after business hours?
- Are security lights kept on all night?
- Does sign obstruct views?
- Does sign relate to vehicular, pedestrian and bicycle usage, traffic or parking?

I certify that the above information is accurate and that I am the owner or am authorized by the owner to file this application on their behalf.

Applicant Name (please print)	Applicant’s Signature	Date
-------------------------------	-----------------------	------

(Below for Village use only)

- Approved for review by VEB**
 - Date forwarded: _____ Meeting date: _____
 - Fee Paid: Sign App \$ _____ Waiver: \$ _____
 - Approved
 - Denied
- Approved for review by Planning Board**
 - Date forwarded: _____ Meeting date: _____

Village Engineer
Date: _____