

Signage Application

The Village of Croton-on-Hudson encourages the effective use of signs as a means of communication while minimizing possible adverse effects on nearby properties. The following application process is intended to enable the Village to meet this standard and also enhance and maintain the visual aesthetic environment.

Sign Permit Procedure

To receive a sign permit from the Village of Croton-on-Hudson you will need to take the following steps:

1. Fill out the accompanying sign application.
2. Provide the required drawings as described on the application.
3. Submit three (3) copies of both 1 and 2 above to the Village Engineer's office along with the \$25.00 fee.

Your application will be reviewed by the Village Engineer to ensure that it complies with all the applicable sign regulations in the zoning Code. The regulations that apply to your application can be requested in the Village Engineer's office. The sign applicant should call the village Engineer's office 5 days after submission to see if the proposed sign is in substantial compliance. Non-compliant applications will be returned to the applicant.

The Village Engineer's office will refer your application to the Visual Environment Advisory Board (VEB) for review. The VEB meets once a month and you should plan on attending the meeting. The VEB will make a positive or negative recommendation to the Village Engineer following discussion with the applicant.

Upon approval by the Village Engineer, with the advice of the VEB, you will be issued a permit for your sign.

Fee: \$25.00 (to be paid with application, V. B. Res. 7/21/91)

Date of Referral to VEB: _____ Appl. #: _____ Date: _____

**Village of Croton-on-Hudson, New York
APPLICATION FOR SIGN PERMIT**

Instructions: Both pages of this application must be completed with a typewriter or in ink. Submit three (3) copies of this application along with three (3) copies of the required drawings as follows.

1. Fully dimensional drawing of the sign drawn to scale of not less than 3/4" = 1'.
 - a. Indicate material and colors to be used; if other than black and white, provide samples
 - b. Indicate letter style(s) by name.

2. For wall-mounted signs:
 - a. Provide an elevation of the wall, drawn to scale, showing location of sign.
 - b. If building is presently existing, provide photograph of wall where sign is to be mounted.

3. For free-standing signs:
Provide a drawing of the supporting structure and a survey or plot plan showing proposed location of sign.

4. If sign is to be illuminated, state whether internally or externally illuminated.
Provide a Certificate of Approval from the NY Board of Fire Underwriters or Tri-State Inspection Agency when installation has been completed.

5. **Installation of the sign may not commence prior to the issuance of the Sign Permit.**

Location of the Sign: _____ Zoning District: _____

Section: _____ Block: _____ Lot(s): _____

Existing Use: _____ Intended Use: _____

Name and Address of Owner of Premises: _____

Name of Applicant: _____ Signature of Applicant: _____

Address of Applicant: _____

Approval/Disapproved a/c _____

Permit Number: _____

Village Engineer

Date

Drawings Prepared by: _____

Address: _____

Telephone Number: _____

Name of Contractor: _____

Address: _____

Telephone Number: _____

Name of Worker's Compensation Ins. Carrier: _____

Policy #: _____ Expiration Date: _____

Name of Disability Ben. Ins. Carrier: _____

Policy #: _____ Expiration Date: _____

STATE OF New York
COUNTY OF WESTCHESTER

_____ being duly sworn deposes and says that
(name of the individual signing application)
he/she is the applicant above named. He/She is the

_____ or said owner or owners and is duly
(Contractor, agent, corporate officer, etc.)
authorized to perform or have performed the said work and to make and file this
application; that all statements contained in this application are true to the best of
his/her knowledge and belief; and that the work will be performed in the manner set
forth in the application and the plans filed herewith.

Sworn to before me this _____ day of _____, 20_____

Signature of Applicant

Notary Public

_____ County

signappform