SIGN PERMIT APPLICATION

(Complete a separate form for each proposed sign.)

SECTION I – APPLICANT / PROPERTY INFORMATION:

1. Subject Property Addr	ess:						
Subject Property Tax Map Number:			Zoning District:	Zoning District:			
2. Name and address of <u>Pr</u>	operty Owner:						
Telephone Number / E-r	mail Address:						
Name and Address of Applicant if not property owner:							
Telephone Number / E-mail Address:							
4. Briefly describe the current structures on and use of the property:							
SECTION II – EXISTING S Describe All Existing Signs							
SECTION III - DIMENSIO	ONS FOR PROPOSEI	SIGN	ZONING OFFICE	ZONING OFFICER TO COMPLETE			
DIMENSIONAL DESCRIPTION		APPLICANT TO COMPLETE	Allowed By Code	Variance Needed			
Square Footage of Display Area							
Ground Sign:							
Front Setback (measured from the road right-of-way)			15 ft				
Left Side Setback			15 ft				
Right Side Setback			15 ft				
Height of Proposed Sign (ground to top of supporting structure)							
Building Sign:							
Existing Building Frontage							
Height of Proposed Sign							
SECTION IV – DESCRIPT	TION DETAILS FOR	Proposed Sign					
Proposed Wording of Sign:	·						
Type of Installation:	Ground Sign	Building Sign	Other (Other (Explain)			
Material:	Plastic	Metal	Wood	Other			
Illumination of Sign:	Back – Lit	Overhead (U	Ground Lit				
	None		. 5 0,				

SECTION V – SITE INFORMATION: Per § 220-80-A: A sketch site plan shall be attached to this permit application showing the following information:

- Location of building, structure, or land to which or upon which the sign is to be erected; and
- > Location and setbacks of any existing or proposed ground sign and the location and setbacks of all other signs and/or buildings on the property; and
- ➤ Location (drawn to scale not exceeding one inch equals 20 feet) and position of the sign on any buildings or structures, including a depiction of the building front view or elevation; and
- > Detailed drawing or blueprint (to a scale not exceeding one inch equals one foot) showing the construction details of the sign, the lettering and/or pictorial matter and color of each, and the position of lighting or other extraneous devices; and
- > Identification of all other signs existing on said parcel of land and whether each other sign is conforming or legally nonconforming.

Upon a determination of compliance, a sign permit shall be issued by the Zoning Officer. The applicant shall have 120 days from the date of issuance to install the sign and submit a request for a certificate of sign compliance or the sign permit will expire.

Within five business days of the placement of any approved sign the applicant shall request for a certificate of sign compliance and provide two sets of photographs of the site and the sign to the Development Office. Upon verification of compliance with this chapter and/or previous Town approval(s), the Zoning Officer shall issue a certificate of sign compliance.

Should the Zoning Officer, upon inspection, find the sign not to be in compliance with this chapter or previous Town approval(s), the applicant shall be so notified by certified mail. The applicant shall, within 30 days from the date of the notification letter, correct the cited deficiencies and notify the Zoning Officer of the corrections. In no event shall said thirty day period extend the one-hundred twenty day validation period for the sign permit prescribed within this subsection.

<u>SECTION VI – CONTRACTOR AND INSURANCE INFORMATION:</u>

General Contractor:	
Address:	
Telephone:	
CONTRACTOR INSURANCE CERTIFICATES REQUIRED:	\Box C-105.2 / U-26.3 and DB-120.1 or \Box CE-200 / BP-1

<u>Property Owner</u> is responsible for any consultant fees* (Town Engineer, Town Attorney, etc.) incurred during the application process. *See Town Clerk for current Fee Schedule

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$ 1,000 per unit) if required as part of the conditions of approval.

available upon request from the Development Office or to signature below indicates that the Property Owner under all outside consultant fees incurred as a result of the submadditionally projects approved by the Town of Canandai recreation fee as established by the Town Board (current of approval.	he Town Clerk's Office. erstands that the Propert nitted application, and co gua Planning Board may	The <u>Province</u> onsents to be required	operty Ow r will be reso these characteristics of these characteristics in the contraction of the contractio	ner's sponsible for rges. a parks and	
(property owner)	(property owner)				
The undersigned represents and agrees as a condition to taccomplished in accordance with the Town Zoning Law, the approvals/conditions described on the ZBA / PB decision sheet	New York State Uniform	Fire Prev	ention and I	Building Code,	
PERMIT CANNOT BE ISSUED WITHOUT	OUT PROPERTY OWNER S	IGNATUR	RE		
Owner's Signature:	Date:				
Please <u>DO NOT</u> send payr	ment with this application	1.			
**** For Offici	E USE ONLY ****				
Proposed signage complies with the Town's Sign regulations.		Yes	No		
Planning Board and/or Zoning Board of Appeals requirements	have been met.	Yes	No	N/A	
Zoning Officer		Date			
Permit #	Total Permit Fee	per si	gn (Non-Re	fundable)	