



Town of Yorktown www.yorktownny.org

Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

Application for a Sign Permit

(Office use only)		
Application #: _____	Application Fee: _____	Date: _____
Received by: _____	Sign size (Total Square feet): _____	
Permit #: _____	Date: _____	

Applicant: Complete all lines legibly, in blue or black ink, except those marked "Office use only".

Name of Applicant: _____

Address: _____

Phone: (____) _____ **Fax:** (____) _____

Project Name: _____

Project Address: _____

Tax Designation: Section _____ **Block** _____ **Lot(s)** _____

Proposed sign: _____
(Describe sign)

Name of Contractor: _____ **Phone#:** _____

The undersigned applicant hereby agrees to comply with all applicable provisions of the Code of the Town of Yorktown, and all other Laws, Codes, Rules and Regulations applicable to the proposal.

Applicant's Name (Print Clearly)

Applicant's Signature

Property Owner's Name (Print Clearly)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applications for sign permits must include 3 complete sets of all of the following:

1. A site plan and elevation drawing indicating the location of the proposed sign.
2. Scaled drawings of the proposed sign that clearly indicate the size of the sign, and the size, design and colors of all sign lettering and features. For wall-mounted signs, Indicate the length (in linear feet) of the wall the sign is to be mounted on. Drawings must also indicate the proposed construction and anchorage of the sign and the method of illumination.
3. Color “chips” of samples of sign face, lettering and features.
4. Photographs of the existing building and existing sign, where applicable, with sufficient view to indicate surrounding conditions and signs.
5. In the event that the applicant is not the owner, written letter of consent of the owner of the building, structure or land on which the sign is to be placed.
6. Data, as required, to indicate compliance with the quantitative standards of the sign ordinance.
7. A filing fee of \$5.00 per square foot of sign face.

Contractor’s Proof of Insurance:

Proof of contractor’s **Liability, Workers Compensation** Insurance and **Disability** Insurance, or exemption there from, must be submitted with every application for a sign permit. For information on specific insurance or exemption forms, please see the Town’s web site or request an information handout at the Building Department.

(Office use only)		
Sent to A.B.A.C.A. (date): _____		
Approval by A.B.A.C.A (date): _____		
Permit #:	Issued:	Expires:
_____	_____	_____
_____ Building Inspector		_____ Date