

Town of Guilderland
PO Box 339
Guilderland, NY 12084
(518) 356-1980 – Phone
(518) 356-1990 - Fax



Application for Sign Permit

DATE: _____

APPLICANT INFORMATION:

Name _____
Mailing Address _____

Owner _____
Mailing Address _____

Daytime Phone # _____
Property Address _____

Daytime Phone # _____

Please fill in the appropriate information:

SIGN: _____ permanent _____ permanent * temporary * temporary
free standing bldg. mounted free standing bldg. mounted
* please indicate length of time requested

SIZE OF SIGN: _____ X _____ & _____ X _____
_____ X _____ size of letters/symbols
_____ one sided or _____ two sided ESTIMATED COST _____
_____ sf per side _____ total sf of signage FEE _____
_____ total height of sign
_____ total sf of other signs for property
_____ total sf of all signs combined for business

** No more than 2 rectangles may be used to enclose and measure the area of a sign

ILLUMINATION: _____ internal _____ external (if external, where would lighting be placed)

U.L. label required on all illuminated signs. Wiring and other electrical details shall be shown on plans.

COLORED RENDERING SHALL INCLUDE THE FOLLOWING:

_____ dimensions on all items, including letters or symbols on signs
_____ colors shown to be exactly as actual sign
_____ materials used

*****NO CARDBOARD RENDERING WILL BE ACCEPTED*****

PLOT PLAN: One plot plan of the parcel on which the sign is to be placed shall also be submitted delineating property lines, street lines, building locations and dimensions and parking areas. Other signs shall be noted showing the exact location and size of said signs. Proposed sign shall be shown including dimensions of setbacks from property lines (20' front yard).

Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.

Plot plan should show where the proposed sign would be located and shall include the length of building if sign will be placed on façade.

Please fill out a Building Permit for each individual sign. Said Building Permit shall be accompanied with a non-refundable check for the Building Permit fee and the following:

1. Structural details, including foundation, vertical and horizontal supports, framing and fastening and joining methods and materials.
2. Statement prepared by a licensed NYS engineer indicating sign structure complies with Building Code of NYS.

***ALL plans shall bear signature, mailing address and daytime phone # of the owner, applicant or designer responsible for design of sign.

I have read, understood and have provided the information requested from the checklist provided. I hereby make application to the Zoning Board of Appeals, Town of Guilderland, to permit the placement of a sign as described throughout and in the provided.

FOR OFFICE USE ONLY

Reviewed by:

Date:

Check # and amount for building permit:

Scheduled for hearing on:

Approved: _____ **Denied:** _____

Sign permit # :



Application for Building and Zoning Permit

TOWN OF GUILDERLAND

Guilderland Town Hall
P.O. Box 339, Route 20
Guilderland, N.Y. 12084

Building Department
Ph: 356-1980
Fax: 356-1990
www.townofguilderland.org

Date: _____, 20____

Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

NOTE - READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____
Address _____

Phone _____

Owner's Name _____
Address _____

Phone _____

Property Location of Proposed Construction

Existing Use _____

Describe: _____

Name of Compensation Carrier & Policy #

Zoning District _____
Tax Map No. _____

Lot Size _____ Area _____
Existing Building Size _____
New Building Size _____

NEW BUILDING YARDS: Zoning Set Backs:

Fill in plot diagram on back

Front Yard Depth _____ Feet
Right Side Yard Width _____ Feet
Left Side Yard Width _____ Feet
Rear Yard Depth _____ Feet
Bldg. Height _____ Feet _____ Stories

Estimated Cost \$ _____
Floor Area _____
Cubic Area _____

Fee \$ _____

Signature of Owner, Applicant or Agent

NOTE: THIS BUILDING PERMIT FOR RESIDENTIAL WORK EXPIRES SIX (6) MONTHS FROM DATE ISSUED - ONE (1) EXTENSION PERMITTED

Dated _____, 20____

Deputy Building Inspector

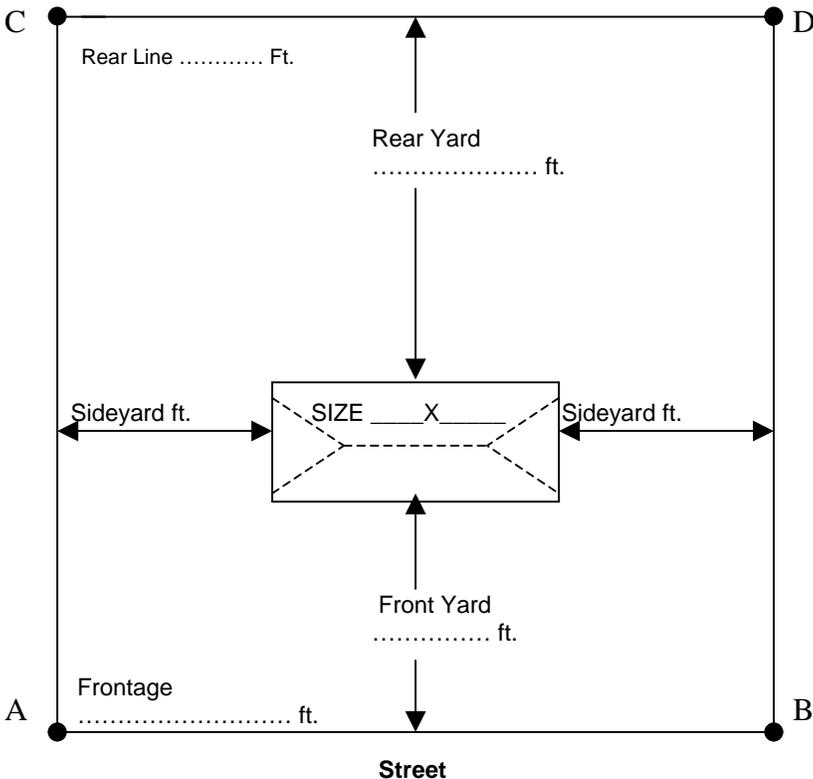
INSTRUCTIONS

1. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Building Inspector.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
3. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural, mechanical, electrical and plumbing, heating installations.
4. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
5. Upon approval of this application, the building department will issue a Building and Zoning Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.
8. Any deviation from the approved plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
9. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM A THIRD PARTY ELECTRICAL INSPECTOR FOR ALL ELECTRICAL WORK. PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

NOTE: TO PREVENT ANY DRAINAGE PROBLEM, SHOW ELEVATIONS, GRADING, SWALES, CULVERTS OR DRAIN PIPES ON OR WITHIN 30 FT. OF PROPERTY, ETC.



ELEVATIONS OF FINISHED GRADE IN RELATION TO CROWN OF ROAD.

A. _____ E. _____
 B. _____ F. _____
 C. _____ G. _____
 D. _____ H. _____

GROUND FLOOR _____

1. Are Foundation Drains Required?
2. If So, Where Will Drains Discharge?

REMARKS

Curb cut to be obtained from appropriate state, county or town highway department.