



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)	
Sign size (Total Square feet): _____	Application Fee: _____
Received by: _____	Application #: _____ 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)

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)

Applicant's email address (Print Clearly)

(Please see page 2 for required application documents.)

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/renderings 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. The name, address, telephone number and email address of the sign company must appear on the sign drawing/rendering.
4. The sign drawing/rendering must include a date and indicate what the scale is.
5. Color "chips" of samples of sign face, lettering and features.
6. Photographs of the existing building and existing sign, where applicable, with sufficient view to indicate surrounding conditions.
7. In the event that the applicant is not the owner, written consent of the owner of the building, structure or land on which the sign is to be placed.
8. Data, as required, to indicate compliance with the quantitative standards of the sign ordinance.
9. A filing fee of \$4.00 per square foot of sign face.

Contractor's Proof of Insurance:

Proof of contractor's **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