

Application for Sign Permit
Village of Richmondville
Richmondville, New York

Application # _____
Date application received complete _____
Date fee was paid _____
Note: Only fill in date when all necessary paperwork is received from applicant.
Village Planning Board Use Only

(NOTE TO APPLICANT: The Village of Richmondville has a Zoning Law that was adopted to allow for growth in the Village and to maintain the character that we all enjoy as residents and property owners. Sign Permits can be granted after Planning Board review.)

Dear applicant,

- ❖ Please read through the form and then complete all blanks.
- ❖ If an item is not applicable, write "n/a".
- ❖ Attach additional sheets if necessary.
- ❖ Submit this application form along with the additional items indicated on this form.
- ❖ The fee for a sign permit is \$25. Please make checks payable to Village of Richmondville.
- ❖ When this complete application is received and the Village Planning Board receives all additional forms, the 'date received' blank on this form will be filled in by the Planning Board Chair.

Design the sign in accordance with the sign regulations in the Zoning Law (§205-25) and the Sign Design Guidelines, Attachment A in the Comprehensive Plan, taking into account where the sign will be located and how it will be constructed and mounted. Exempt signs do not need a permit. The CEO can determine if it is exempt (§205-25 (C) of Zoning Law).

- ❖ Incomplete applications will not be considered.

I (We), _____, hereby request a sign permit from the Village of Richmondville Planning Board.

1. **Applicant:**
Name or Identifying Title: _____
Address: _____
Telephone Number: _____
E-mail: _____

2. **Owner:**
Name or Identifying Title: _____
Address: _____
Telephone Number: _____
E-mail: _____

3. **Property:**
Street Address: _____
Tax Map Parcel #: _____
Zoning District: _____

4. **State Environmental Quality Review (SEQR)**

Signs for existing buildings are exempt Type II SEQRA actions.

5. **Drawing/Sketch**

Attach appropriate photographs, drawings, sketches and color chips showing the size and layout of the proposed sign.

Part 2 (For Planning Board Use Only)

1. For a complete application, did the applicant provide:

a. Completed application form? Yes___ No___

If 'No' is checked the application shall not be dated as received until the applicant has provided the missing information. If applicant refuses to give information the application can proceed as long as applicant is aware that missing information may increase his/her chance of an unfavorable outcome.

2. Is the parcel 500 feet from:

(a) a town or village boundary?

Yes_____ No_____

(b) an existing or proposed county or state road or highway?

Yes_____ No_____

(c) an existing or proposed county or state park or other recreation area?

Yes_____ No_____

(d) an existing or proposed boundary of any county or state owned land on which a public building or institution is located?

Yes_____ No_____

(e) a boundary of a farm operation located in an agricultural district?

Yes_____ No_____

If 'Yes' is checked for any portion of #2, the proposed action must be referred to the Schoharie County Planning Commission before making a final decision.

3. Does the sign meet the requirements outlined in Zoning Law (§205-25) as applicable?

Yes_____ No_____

If 'No' is checked for #3, the proposed sign must be changed to meet the requirements or a variance may be pursued.

Remember – This application form is to be used by the applicant and the Planning Board as a guide. Check the applicable laws to make sure no information is missing and all procedures are followed. The Planning Board can amend this form at any time.

4. Decision

Sign Permit _____ Approved

Sign Permit _____ Denied

Date: _____

Approval conditions or reason for denial: