

PERMIT NO _____
Permit Fee _____
Date _____

Examined and recommended for Approval or Denial _____
Building Inspector _____ Reviewed _____ Date _____
Comments _____
Board of Architectural Review _____ Approval _____ Denial _____ Date _____



**APPLICATION FOR SIGN PERMIT
VILLAGE OF BABYLON, SUFFOLK COUNTY, NY**

LOCATION OF SIGN: _____

Owner of property (sign location)	Applicant Business Owner
Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

ALL APPLICATIONS MUST INCLUDE

1. Color photographs of existing building or site, including adjoining structures or locations for comparison.
2. A professional **rendering (proof)** of proposed sign on building or site **DETAILING**:
 - a). Exact sign dimensions demonstrating - height and width.
 - b). Samples of materials to construct sign including colors swatches and/or pantone colors.
 - c). A comprehensive sample of signage including FONT name(s) and size(s), **not** to exceed 12" and must be proportionate to dimensions.
 - d). No phone numbers or websites are allowed.
3. Any wording for windows must also be submitted accordingly for approval.
4. Temporary signs must be presented to the Board of Trustees for approval.
5. All signs (applications) must receive a formal letter of approval **BEFORE** installation of any signage.

APPLICATIONS MUST BE SUBMITTED FOR BOARD REVIEW ONE WEEK PRIOR TO MEETING

MATERIALS AND FONT
WORDING ON SIGN _____

Material Description _____
WIDTH _____ HEIGHT _____ WEIGHT _____ COLOR _____

Font Name(s) _____
(LETTERING) WIDTH _____ HEIGHT _____ STYLE _____ COLOR _____

ADDITIONAL SPECIFICS ATTACHED _____ DETACHED _____
Attached Sign | Provide method of securing to building or structure. _____

Detached Sign | Provide distance from curb and sidelines, size, number and type of posts and braces, etc. _____
Must maintain 24" between the ground and the lowest edge of the sign (Code: 290-11C).

FOR FREE STANDING SIGN, SUBMIT PLOT PLAN SHOWING LOCATION OF SIGN. *SEE PLOT PLAN ON BACK OF PAGE.
* Signs are for identification purposes only and are therefore not meant to announce, declare, demonstrate or in any manner advertise or attract attention by means of letters, figures or colors (code 290-1B).
APPLICATION CONTINUES ON REVERSE SIDE

LIGHTING

Is sign to be illuminated? Yes _____ No _____ Hours of illumination _____

Type and degree of lighting. Detailed description to include a rendition of existing number of signs on premises.

*No NEON or ELECTRICAL ILLUMINATION signs allowed (e.g.; OPEN | code: 290-13(5)). _____

Present use of land _____

Contractor's Name & Address _____

Insurance Carrier _____ Policy Number _____

Proposed Installation Date _____

PROPERTY OWNER'S CONSENT

I, _____, hereby give my consent for the erection of the above sign on my property. If the tenant fails to remove any sign upon the termination of the lease, I, as the landlord and owner of said property, shall be responsible for the removal thereof.

WITNESSED BY _____
Signature of Property Owner

The applicant hereby acknowledges that this permit is subject to **revocation at any time** if the sign becomes unsafe or in disrepair or business ceases at the address at the discretion of the building inspector of the Village of Babylon.

VILLAGE OF BABYLON
COUNTY OF SUFFOLK
STATE OF NEW YORK

AFFIDAVIT

_____, being duly sworn, deposes and states that he/she is the person who has signed the above application. The statements contained in this application are an accurate and complete description of the work proposed on the described premises to the best of his/her knowledge with the knowledge and consent of the owner.

SWORN TO BEFORE ME THIS _____ DAY OF _____.

Signature of Lessee

**THIS PERMIT MUST BE KEPT ON THE PREMISES AT ALL TIMES.
PERMIT NUMBER MUST BE ATTACHED TO LOWER RIGHT HAND CORNER OF ALL SIGNS.
DUPLICATE COPY OF THIS APPLICATION, WHEN VALIDATED BY BUILDING INSPECTOR SHALL SERVE AS PERMIT.**

SPECIAL CONDITIONS OF THE PERMIT _____

*COMPLETE FOR FREE STANDING SIGN ONLY

LOCATION OF SIGN

Street _____

Indicate on plot diagram by marking street location.

Side of Street N S E W

Nearest Cross Street _____

Distance From Cross Street _____ Ft.

Sign sits: N S E W from Cross Street.

PLOT PLAN

