



TOWN OF SOUTHEAST PERMANENT SIGN PERMIT APPLICATION

The Application for a Sign Permit is a multi-step process including review by the Building Department and Architectural Review Board (ARB).

Please submit your completed application to the Building Department for review. In addition to property owner consent, you are required to submit the following:

1. A scaled colored sign elevation showing, size, color, weight, material, and construction of the signage and graphic design including symbols and letters as well as the visual message, text, copy or content of the sign.
2. Type of illumination for the sign.
3. Building elevation indicating vertical and horizontal dimensions of the building face for the proposed signage.
4. A survey or plot plan showing building, parking areas, and property line setbacks to buildings and proposed signage.
5. If applicable: A copy of the Multi-Tenant Sign Program for the Property (see *NOTES*)
6. Insurance Certificates for the Sign installation contractor. Liability and Workers' Compensation Certificate both with The Town of Southeast as certificate holder.
7. A Check or Money for sign permit fee made payable to the "Town of Southeast".
8. Each Sign Requires and separate application and fee.

If the Building Department approves your application, a referral to the ARB will be issued to the applicant. If it cannot be approved as submitted, a denial letter will be issued. If approved, the applicant will then submit a Sign Review Application to the Architectural Review Board. This application is available at the Planning Department at One Main Street and on the Town Website (www.southeast-ny.gov).

**PLEASE INCLUDE THIS PAGE WITH YOUR APPLICATION
TO THE BUILDING DEPARTMENT.**



TOWN OF SOUTHEAST

Sign Permit Application

DATE: _____

Applicant Information:

Applicant Name: _____

(If a proprietorship or partnership, give name of owners. If a corporation, give name of officers)

Address: _____

Phone Number: _____

Fax: _____

E-mail: _____

Applicant's Relationship to property: _____

Applicant's Signature: _____

Name of Property Owner

(if different from above): _____

Address: _____

Phone Number: _____

Fax: _____

Property Owner's Approval: *SEE NOTES* _____

Name of Sign Company: _____

Address: _____

Phone Number: _____

Fax: _____

E-mail: _____

Name of Installer: _____

Address: _____

Phone Number: _____

Fax: _____

Application Information:

Business Name: _____

Business Address: _____

Advertised Business or Products Sold on Premise: _____

Tax Map No: _____

Zoning District: _____

Proposed Sign Location: _____

Tax Map ID: _____

Cost of Sign: _____

Fee For PERMIT APPLICATION!

Reason for Review (circle):

Replacement of Existing Sign (Same Tenant)

Replacement of Existing Sign (Change of Tenant)

New Sign

Comprehensive Sign Program

Sign Type (circle):

Ground Pole Monument Wall Directional Tower Other _____

