



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

APPLICATION FOR SIGN PERMIT

Architectural & Historic
Preservation Review Board

Permit No: _____
Permit Fee: _____
Date Issued: _____
Date of Application: _____

INSTRUCTIONS:

- ALL FORMS MUST BE COMPLETED IN INK OR TYPED. THIS APPLICATION MUST BE COMPLETED IN EVERY RESPECT.
- WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED BEFORE PERMIT IS ISSUED.
- IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, PLEASE INCLUDE OWNER'S CONSENT FORM.
- A SITE PLAN FOR A FREESTANDING SIGN SHOWING LOCATION AND SETBACKS MUST BE SUBMITTED WITH APPLICATION.
- IF SIGN IS LOCATED ON A STRUCTURE, PLEASE SHOW WHERE ON THE STRUCTURE THE SIGN IS TO BE LOCATED.
- A DRAWING OF THE SIGN SHOWING THE PROPOSED DESIGN ALONG WITH THE COLOR SCHEME MUST BE SUBMITTED WITH THE APPLICATION.
- APPLICATION FEE IN THE AMOUNT OF \$1000.00 PAYABLE TO THE VILLAGE OF SAGAPONACK (SIGN \$250/C OF C \$500/AHRB\$250)

Property Street Address: _____

Property Tax Map Number: _____

Owner of property: _____

Address of Owner: _____ Tel. No.: _____

Email of Owner: _____

If owner is a corporation, give name, title and address of two officers:

Name: _____ Name: _____

Address: _____ Address: _____

Tel No.: _____ Tel No.: _____

Existing use of premises: _____

Number of signs currently existing on building: _____

Type of Proposed new sign: _____

Size of Proposed new sign: _____ L _____ W _____ sq. ft.

If the sign is freestanding, will it be: Double-sided Single-sided Distance from property lines: _____ Ht from Grade: _____

Application is hereby made to the Building Department for the issuance of a Sign Permit in accordance with the Village of Sagaponack Chapter No. 245, Article IV and all amendments thereto, for the construction of said sign(s). The applicant agrees to comply with all applicable laws, ordinances and regulations.

_____ being duly sworn deposes and says that he/she is the Owner named and

(Name of individual signing application)

is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Signature of Applicant: _____

Sworn to before me this
_____ day of _____, 20____

Notary Public

Approved: _____

Building Inspector

Date: _____



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AUTHORIZATION AND CONSENT

STATE OF NEW YORK)
COUNTY OF _____) ss:

_____ being duly sworn depose

and say:

1. The undersigned are the sole owners of premises at (address of premises):

2. The undersigned consent to entry and inspection of the above premises as needed by the Building Inspector/AHRB/ZBA/Planning Board.

3. The undersigned authorizes _____ whose contact information is _____ to appear on our behalf before the officials and agencies of the Village of Sagaponack.

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature