



283 Manny's Corners Road
Amsterdam, New York 12010

Telephone: (518) 842-7961
Fax No. (518) 843-6136

SIGN PERMIT APPLICATION & INSTRUCTIONS

Please complete the attached sign permit application and return together with supporting documentation and application fee for processing.

Permit fees as follows:

TEMPORARY & POLITICAL SIGNS:

\$5.00 per month plus a \$25.00 refundable deposit (Nine signs or less)

\$5.00 per month plus a \$50.00 refundable deposit (Ten or more signs)

**** Deposit is returned upon removal of signs**

**** Temporary & Political Signs are valid for thirty days**

PERMANENT SIGNS: \$25.00

All signs must comply with Section 22 of the Town of Amsterdam Zoning Ordinance.

A detailed description of the construction and drawing must accompany your application.

VARIANCE APPLICATION: \$75.00

Please note: To apply for a variance, you must first apply for a sign permit and be denied before applying.

Return Application to:

**Linda Bartone Hughes, Town Clerk
283 Manny's Corners Road
Amsterdam, NY 12010**

Any questions concerning requirements, please contact Thomas J. DiCaprio, Zoning Officer at 518-842-7961 Ext. 108.



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SIGN PERMIT APPLICATION

APPLICATION DATE: ___/___/___ ZONE: ___ FEE DUE WITH APPLICATION: ___
APPLICATION #. ___ SBL #: ___ ESCROW PAID: ___
NAME: _____
ADDRESS OF OWNER: _____
ADDRESS OF SIGN INSTALLATION: _____

CHECK ALL APPROPRIATE ITEMS AND FILL IN ALL BLANKS THAT APPLY:

TYPE: TEMPORARY ___ PERMANENT ___ NEW ___ REPLACEMENT ___
PURPOSE: BUSINESS ___ POLITICAL ___ OTHER: _____

IF OTHER STATE PURPOSE: _____
IF POLITICAL, STATE: QUANTITY ___ SIZE: _____ [SQUARE FOOT EACH]

CONSTRUCTION: FREE STANDING: ___ WALL: ___ ROOF: _____

SURFACE AREA: FREE STANDING: BUSINESS - 75 SQ. FT. OR LESS: _____

SHOPPING CENTER - 100 SQ FT OR LESS: ___ OTHER: 50 SQ. FT. OR LESS: _____

WALL OR ROOF: MAXIMUM ALLOWED IS 25% OF WALL AREA FURTHER REGULATED:
WITHIN 100 FOOT OF PROPERTY LINE, TO 30 SQ. FT. OR LESS: _____
OVER 100 FOOT FROM PROPERTY LINE 100 SQ. FT. PLUS 10 SQ. FT. FOR EACH ADDITIONAL
10 FOOT OF SETBACK UP TO A MAXIMUM OF 300 SQ. FT. OR 25% OF WALL: _____

SETBACK: _____ SIGN SURFACE AREA: _____
HEIGHT: R AND B 2 ZONES MAXIMUM 6 FT. ___ B1 AND M1 ZONES MAXIMUM 15 FT. ___
PLANTER TYPE SIGNS MAXIMUM 8 FT. _____

LOCATION: FREE STANDING SIGNS MINIMUM OF 15 FT. FROM ANY PROPERTY LINE: _____
WALL OR ROOF: ON BUILDING - LIMITS SPECIFIED IN SECTION 22 SIGN ORD. _____
ILLUMINATION METHOD: _____

THE UNDERSIGNED AGREES TO COMPLY WITH SECTION 22 OF THE TOWN ZONING ORD..
DESCRIPTION OF CONSTRUCTION AND A DRAWING TO SCALE WITH, SIZE, COLOR, TEXT, AND
LOCATION MUST BE ATTACHED OR APPLICATION WILL BE DENIED AND RETURNED AS
INCOMPLETE.

SIGNATURE OF OWNER OR AGENT: _____

[] APPROVED [] DENIED EXPLANATION IF
ANY: _____

DATE: ___/___/___ EXPIRES: ___/___/___ ZONING/CODE ENFORCEMENT OFFICER _____