

S - B - L

Application # : \_\_\_\_\_

# VILLAGE OF LIBERTY SIGN PERMIT APPLICATION

167 North Main Street  
Liberty, New York 12754

Telephone: (845) 292-2250 X17 Fax 295-9216  
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\_\_\_\_\_  
Street/Building Location

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**1. Sign Information:**

District

- Downtown Commercial Core
- Gateway
- Highway
- Residential

Status

- Permanent
- Temporary (Date to be installed: \_\_\_\_ Date to be removed: \_\_\_\_)

Style

- Wall
- Projecting
- Ground/Pole
- Banner (These signs are prohibited in the Downtown District)
- Window Directory
- Awning
- Single-sided
- Double-sided
- Height from ground to top of sign: \_\_\_\_\_
- Building frontage: \_\_\_\_\_
- Double-sided Sandwich Board (Restricted for use in the Downtown District Only)

2. Will the sign be illuminated? No Yes
3. What material will the sign be made of? \_\_\_\_\_
4. Where is the proposed sign going to be located? \_\_\_\_\_
5. What are the dimensions of the proposed sign? \_\_\_\_\_
6. What is the signs clearance to grade (See back #)? \_\_\_\_\_
7. What are the dimensions of the signable area (See back\*)? \_\_\_\_\_

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
Applicants Signature

Sworn To Before Me This  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Sworn To Before Me This  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

### Instructions For Properly Completing and Submitting a Sign Application

1. Applications must be completed in full. You **MUST** attach the following information to your application. Your application will be denied if any required information is missing.

- ✓ Color photographs of all building facades on which there are currently signs or which are proposed to contain signs, as well as any other freestanding signs on the premises.
- ✓ A drawing, to scale, that shows all existing signs displayed on the premises and the location, height, size and colors of any proposed signs.
- ✓ Specifications for the construction or display of the sign and the technical specifications for its illumination, if applicable.
- ✓ Fees are **NON-REFUNDABLE**. Fees are \$25 for the first application and \$5 for each subsequent application. Checks should be made payable to the Village of Liberty.
- ✓ **NOTE: A PENALTY WILL BE ASSESSED TO YOUR APPLICATION IF YOUR SIGNS ARE DISPLAYED WITHOUT FIRST OBTAINING A VALID SIGN PERMIT.**

# Clearance to grade is the distance between the ground and the bottom of the sign.

\* Signable area is the area that describes the largest shape on the façade of building free of architectural details

### INFORMATION YOU MAY FIND HELPFUL

- No business may display more than four (4) signs.
- You must adhere to the 60/40 sign guideline when designing your sign – you can only cover 60 % of your sign with print/copy. 40% of your sign must remain clear and free of all copy.
- Signs, once approved and displayed, must be maintained. Any indication of wear and tear will cause me to have you repair, replace or remove the sign.
- Signs are only meant to direct your customers to your location. They are not intended for use as a sales mechanism advertising services, merchandise, and the like. Services & merchandise should be offered in newspaper & radio ads, flyers or other types of sales promotions.