



Town of Clifton Park
Department of Building and Development
One Town Hall Plaza
Clifton Park, NY 12065

Phone 518-371-6702
Fax 518-383-2668

SIGN PERMIT APPLICATION PROCEDURE

Applications shall be made in writing to the Director on forms prescribed and provided by the Town and shall contain the following information:

- A. Name, address and telephone number of: (1) Applicant, and (2) Owner of property.
- B. Location of the building, structure or land upon which the sign exists or is to be erected.
- C. If a new sign is to be erected, elevation and plan drawings to scale must be submitted as a part of the application. In addition, a full description of the placement and appearance of the proposed sign must be included with the following information.
 - 1) Location on the premises and, specifically, its position in relation to adjacent buildings, structures and property lines.
 - 2) Method of illumination, if any, and the position of lighting devices, and a copy of the electrical permit related to the electrical connections for or to the sign.
 - 3) Graphic design including symbols, letters, materials and colors.
 - 4) The visual message, text, copy or content of the sign.
 - 5) The sign plans shall also include which Sign Chart, I, II or III, the applicant utilized to determine permissible sign size and provide written calculations showing how the sign size determination was made.
 - 6) Two (2) plot plans of the parcel on which the sign is to be placed shall also be submitted, delineating property lines, street lines, center lines of all the adjacent streets, the distance of the street center lines to the property lines, building locations and dimensions, parking areas, location and dimensions of all other signs on the parcel, exact location of the proposed sign, including dimensions of setbacks from property lines, and any obstructions in relation to the designated location of the proposed sign. Where a parcel has more than (1) frontage, the primary frontage shall be designated on the plan.
 - 7) The sign plans shall include a statement from a licensed engineer that the proposed sign as shown on the plan is structurally sound and will withstand wind loads as prescribed by the New York State Uniform Fire Prevention and Building Code. Plans shall bear the signature of the owner, applicant or the person responsible for design of the sign.
- D. Written notarized consent, or a copy of the contract made with the owner of the property upon which the sign is to be erected, if the applicant is not the owner.
- E. The applicant shall pay the required fee in accordance with the fee schedule then in effect at the time of issuance of the permit.