APPLICATION SUBMISSION CHECK LIST:

☐ Certificate of Occupancy for building structure
☐ Property Owner proof of ownership
☐ NYS Workers Compensation Certificate naming the Inc. Village of Port Jefferson as “Certificate Holder” and “Additional Insured”
☐ General Liability Certificate of Insurance naming the Inc. Village of Port Jefferson as “Certificate Holder” and “Additional Insured”
☐ Business owner’s Business Registration Certificate
☐ Operating License (if required - see § 85 of Village Code)

SIGN DETAILS:

☐ Scaled color drawing showing all dimensions including height (of top of sign above grade as well as clearances.)
☐ Color chips
☐ Construction & fastening details
☐ Embellishments
☐ Lighting details
☐ Photographs of proposed location of sign
☐ Variances (if any)

ALL SIGNS MUST CONFORM TO THE FOLLOWING:

☐ Signs must be in scale with and relate to the architecture of building to which it is affixed. A sign may not cover any architectural details, such as arches, transom windows, moldings, columns, capitals, sills, cornices and the like.
☐ Signs may consist of wood, sign foam, aluminum, metal, concrete, stone or canvas stretched over a wood or metal frame. All other materials are prohibited.
☐ Signs must maintain a dimensional appearance. Dimension may be created by, but not limited to carving, sandblasting, embellishing or layering of materials, painting or through the employment of a combination of techniques. It is the purpose of this standard to eliminate flat or one-dimensional signage and encourage greater visual interest. Marquee, window and awning signs are exempt from this requirement.
☐ Layout should be orderly and graphics concise.
☐ Groups of related signs should express uniformity and create a sense of harmonious appearance.

PLEASE RETURN SIX (6) COPIES OF THIS APPLICATION WITH ALL REQUIRED DOCUMENTATION
SIGN/AWNING PERMIT APPLICATION
Applications will not be processed if all required information is not submitted

FOR OFFICE USE ONLY:

<table>
<thead>
<tr>
<th>SIGN/AWNING #</th>
<th>RECEIVED DATE</th>
<th>APPROVED DATE</th>
<th>FEES $4 Sq. Ft.</th>
<th>CONDITIONS</th>
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INDICATE TYPE OF APPLICATION:

SIGN
Sign, Free Standing [ ] Sign, Wall [ ] Sign, Window [ ]

AWNING [ ]

OTHER [ ] Please describe ________________________________

Please refer to PJ Village Code 250-31, available online at www.portjeff.com

APPLICANT INFORMATION

PROPERTY/BUSINESS LOCATION DATE

TAX MAP NO. Section, Block & Lot(s)

PROPERTY OWNER NAME/ADDRESS PHONE EMAIL

APPLICANT /BUSINESS OWNER NAME/ADDRESS PHONE EMAIL

CONTACT PERSON NAME/ADDRESS PHONE EMAIL

ZONING DISTRICT PERMITTED USE ( CO Reads) REQUESTED USE (Business type)
SIGN/awnING PERMIT APPLICATION
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SIGN VENDOR INFORMATION:
THE SIGN VENDOR MUST SUBMIT A NYS WORKERS COMPENSATION CERTIFICATE & A GENERAL LIABILITY INSURANCE CERTIFICATE NAMING THE INCORPORATE VILLAGE OF PORT JEFFERSON ADDITIONAL INSURED AND CERTIFICATE HOLDER.

<table>
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<tr>
<th>NAME OF SIGN VENDOR COMPANY</th>
<th>NAME OF CONTACT</th>
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PERMIT INFORMATION:

A. Sign(s)/awning(s) to read:__________________________________________

B. Materials__________________________________________________________

C. Dimension created by: [see #3 of pg.1] ________________________________

D. Colors ____________________________________________________________

E. Will new sign be illuminated? Yes ______ No ______
   If yes, describe number of lights, type, placement, wattage and shielding mechanism.

1. Primary Wall Signs: Width: ______ Height ________________ Feet_______ Area: ______square ft.
   a) Wall Signs/Awnings, width of storefront or building wall: _____ ft. _____ in.
   b) Window Signs, area of window: ___________ sq. ft.
   c) Roof Signs:
      a. Height of top of proposed sign above natural grade________________________
      b. Vertical midpoint of sign_______________________________________________
      c. Vertical midpoint of roof______________________________________________
   d) Soffit Signs:
      a. Location of sign on building___________________________________________

SignAwningPermitApp021115.doc
SIGN/AWNING PERMIT APPLICATION

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2. Freestanding Signs/Pole Signs:
   a) Setback of building from property line______________________________
   b) Width of property___________________________________________
   c) Setback of sign from building______________________________
   d) Height of sign above natural grade______________________________
   e) Sign dimensions Width: _______ Height _____ Feet_____ Area________ Sq Ft._____

3. Awning/Canopy Signs:
   a) Location of awning/canopy on building______________________________
   b) Clearance of awning/canopy above grade______________________________
   c) Location of lettering on awning____________________________________
   d) Dimension of lettering on awning____________________________________
   e) Awning material__________________________________________

4. Blade Signs:
   a) Proposed projection from building______________________________
   b) Proposed distance of sign (excluding arm) from building______________________________
   c) Area________________________________________
   d) Proposed location of sign on building______________________________
   e) Vertical clearance of lowest part of sign grade______________________________

5. Sandwich Board Signs & Portable Signs:
   a) Proposed location of sign on survey____________________________________
   b) Dimensions Width: _______ Height ______ Feet_____ Area: _____ square feet

6. OTHER: Marquee Sign (see §250-32), Window Sign exceeding code §250-32f(1) (vi)
SIGN/AWNING PERMIT APPLICATION
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The applicant does hereby authorize employees or agents of the Incorporated Village of Port Jefferson, in conjunction with this application to inspect the project site as necessary.

I hereby depose and state all the above statements and information are true.

___________________________________________
Signature of applicant Date

OWNER: THIS SECTION MUST BE NOTORIZED BY OWNER OF THE PROPERTY

Be advised that I am the owner of record of the property referenced herein and hereby consent to this application.

X___________________________________________
Signature of person(s) appearing before the notary.

State of New York
County of _________________________________

On _______day of __________________________ before me came

___________________________________________, To me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed same.

X___________________________________________
Notary Public signature