



**INC. VILLAGE OF PORT JEFFERSON
BUILDING & PLANNING DEPARTMENT**
88 North Country Road
Port Jefferson, New York 11777
Ph (631)473-4744 Fx (631) 473-2049
www.portjeff.com

SIGN/AWNING PERMIT APPLICATION

Applications will not be processed if all required information is not submitted

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



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FOR OFFICE USE ONLY:

SIGN/AWNING #	RECEIVED DATE	APPROVED DATE	FEES \$4 Sq. Ft.	CONDITIONS

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)



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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.

NAME OF SIGN VENDOR COMPANY	NAME OF CONTACT
PHONE	EMAIL

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 _____



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b. Vertical clearance of sign above public right of way _____

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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)



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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 herby 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