

# VILLAGE OF KENMORE

2919 Delaware Avenue, Kenmore, New York 14217

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## PLANNING BOARD

### SIGN APPROVAL/PERMIT APPLICATION

Address where sign will be installed: \_\_\_\_\_

Name of business: \_\_\_\_\_

Location of sign on building: (circle one)      North      South      East      West

Sign (s): Square Footage \_\_\_\_\_ Square Footage \_\_\_\_\_ Square Footage \_\_\_\_\_

#### Application must include the following:

- 1.) Nine (9) color drawings or renderings of the proposed sign drawn to scale, no less than 8.5" x 11", which contains the dimensions of the sign and all letters, figures, design, symbol trademark or device that will be on the sign.
- 2.) Nine (9) copies of a scale drawing or rendering of the building and property on which the sign is to be erected or placed, with the proposed location indicated.
- 3.) Survey of the property, if requested by the building inspector to be essential.
- 4.) If applicant is not the owner of the property, a statement signed by the owner must accompany application.
- 5.) A letter describing type business and a summary of day to day operations.

**Plans must be submitted the Thursday before the scheduled Planning Board meeting.**

**It is strongly suggested the business owner be present as to not delay the decision of the Board.**

Applicant:     Owner     Tenant     Contractor     Other

Applicant name: \_\_\_\_\_ PH# \_\_\_\_\_

Sign Company: \_\_\_\_\_

Sign Company address: \_\_\_\_\_ PH# \_\_\_\_\_

Property owner name: \_\_\_\_\_

Property owner address: \_\_\_\_\_ PH# \_\_\_\_\_

**TOTAL FEE \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_**

**Fee must be paid after approval and before sign is installed.**

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

Plans Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Building Inspector \_\_\_\_\_

## **VILLAGE OF KENMORE**

### **SIGN APPROVAL/PERMIT APPLICATION**

#### **AFTER SIGN IS APPROVED AND BEFORE WORK IS STARTED:**

**Applicant or Sign Company must come to room #17 in the Municipal Building to pay the fee for the sign permit. (cash or check only)**

**Sign Company MUST be licensed with the Village of Kenmore.**

**If Sign Company is not licensed in Kenmore they must fill out a Contractor's License application, supply proper insurance and pay the fee to become licensed with the Village of Kenmore.**