

MAYOR
Frederick H. May
DEPUTY MAYOR
H. Kevin Clark



TRUSTEES
Christine O. Heisman
Timothy J. Slisz
Wayne R. Shipman

SIGN PERMIT APPLICATION FORM

All signs erected in the Village of Fairport require a Sign Permit.

All structures that have more than one sign and all ground signs shall require a Sign Site Plan to be approved by the Village of Fairport Planning Board. Signs not conforming to the Village Sign Code should apply to the Fairport Zoning Board of Appeals for a variance.

All other applications are checked and approved by the Director after an on-site inspection. To expedite your sign approval, be sure you have filled out your application completely, supplying all of the information asked for on the form.

The following fees apply to signs:

- Sign permit: two dollars and fifty cents (\$2.50) per square foot or a minimum fee of forty dollars (\$40.00)
- Sign compliance certificate: twenty-five dollars (\$25.00)
- Sign site plan: forty dollars (\$40.00), plus five dollars (\$5.00) per sign.
- Penalty for erecting signage without a permit: Fifty percent (50%) of permit fee.
- Fee to extend sign permit application for sixty (60) days beyond the one-hundred-twenty-day valid period: fifty percent (50%) of sign permit fee.

Sign permits shall be valid for a period of 120 days from the date of issuance. Prior to the expiration of the 120 day period, application may be made to the Sign Director for an extension of 60 days.

All signs erected before a permit is issued are subject to a "Notice of Violation" which carries a civil penalty and fine.

After the Director has determined that the sign was erected in compliance with the Sign Permit and a photo is taken a Certificate of Sign Compliance shall be issued.

VILLAGE OF FAIRPORT

- { } Application for SIGN PERMIT
- { } Application for SIGN SITE PLAN APPROVAL
- { } Application for EXTENSION OF SIGN PERMIT

APPLICANT'S NAME: _____ TEL. # _____

ADDRESS: _____

If application is not the owner of the property Owner's Name _____

LOCATION OF BUILDING, STRUCTURE, LAND UPON WHICH SIGN(S) ARE TO BE ERECTED:

Please provide the following information:

1. An instrument survey map of the property indicating the position and setbacks of any free standing sign
2. **Detailed drawing or blue print to scale showing construction details of the sign, lettering and/or pictorial matter and the color of each, the position of lighting or other extraneous devices; a location plan drawn to scale showing the position of the sign on any building or structure, including building elevation.**
3. Identification of all other signs existing on said land whether those signs are conforming or legally non-conforming.

Within seven business days of the placement of the approved sign, the Director shall take a photo of the sign and issue a Certificate of Sign Compliance. The undersign attests to the application's accuracy.

_____ Date _____ Applicant's Signature

_____ Date _____ Owner's Signature

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Sign Site Plan (\$40.00 + \$5.00 per sign)	\$ _____
Sign Permit Fee (\$2.50 per square foot/minimum of \$40.00)	\$ _____
Certificate of Sign Compliance	\$ 25.00
Total Due	\$ _____

Date Paid _____
 Date Sign Site Plan Granted _____
 Date Variances Granted _____