



## **SIGN PERMIT APPLICATION SUBMISSION REQUIREMENTS & GUIDELINES**

### **GENERAL SIGN PERMIT INFORMATION**

- 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. 36 square feet total amongst 2 signs is allowed with an approved sign site plan. Signs not conforming to the Village sign code can apply to the Fairport Zoning Board of Appeals for a variance.
- A permit fee is \$2.50 per square feet or a minimum of \$40.00.
- The sign compliance certificate cost is \$25.00.
- An electrical inspection is required if lighting is installed.
- Insurance is required from the installer of the sign.

### **Please Submit for all Application Types:**

- completed sign permit application
- color illustration/rendering of proposed sign with dimensions depicted
- a brief description of the sign composition and lighting proposed with color pallet and how it will be affixed to the building
- photo of existing structure showing proposed location(s) of sign(s)

### **VILLAGE LANDING SIGN PERMIT INFORMATION:**

- The following fees apply to approved signs:
  - Fascia – 10 square feet - \$40.00
  - Pylon – 6.73 square feet - \$40.00
  - Atrium – 1.01 square feet - \$40.00
  - Sign compliance certificate - \$25.00

### **PACKETTS LANDING (Building 400) SIGN PERMIT INFORMATION:**

- The following fees apply to approved signs:
  - Hanging – 2.25 square feet per side- \$40.00
  - Fascia – 16 square feet- \$40.00
  - Sign compliance certificate- \$25.00

# SIGN PERMIT & SITE PLAN APPLICATION

OFFICE USE	
ISSUED _____ / _____ /20_____	
Rec'd _____ / _____ /20_____	
Paid _____ / _____ /20_____	Int. _____

Type of application: Sign Site Plan Review  Sign Permit

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

## Business Owner, Contractor & Design Professional Info

Business Owner \_\_\_\_\_ Phone #'s \_\_\_\_\_

Email \_\_\_\_\_ Mailing Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone #'s \_\_\_\_\_ Email \_\_\_\_\_

Agent \_\_\_\_\_ Phone #'s \_\_\_\_\_ Email \_\_\_\_\_

## Documents Required for Site Plan Review:

- Drawing or Photo of Sign(s)
- Photo of Structure
- Instrument Survey
- Proposed Lighting
- Landscaping
- Site Plan- with all signs on site included

## Documents Required for Sign Permit Review:

- Drawing or Photo of Sign(s) with size(s)
- Drawing or Photo of Sign(s) superimposed on the structure
- Proof of Insurance

OFFICE USE	
Sign Site Plan Review Fee \$ _____ /A2115	
Sign Permit Fee/Acct Code \$ _____ /A2590	
Sign Compliance Fee/Acct Code \$25.00 /A2590	
<b>TOTAL SITE PLAN FEE \$ _____</b>	
<b>TOTAL SIGN PERMIT FEE \$ _____</b>	

Building Owner  
\_\_\_\_\_

Date  
\_\_\_\_\_

Applicant  
\_\_\_\_\_

Date  
\_\_\_\_\_

Code Enforcement Officer/Sign Director  
\_\_\_\_\_

Date  
\_\_\_\_\_