



## SIGN SITE PLAN 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:

- Sign Site Plan: forty dollars (\$40.00), plus five dollars (\$5.00) per sign



VILLAGE OF FAIRPORT

Application for: SIGN SITE PLAN APPROVAL

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Owner (if different): \_\_\_\_\_

Address of building, structure, land upon which sign(s) are to be erected:

\_\_\_\_\_

Please provide the following information:

1. Instrument survey of the property indicating the position and setbacks of any free standing sign(s)
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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

Sign Site Plan (\$40.00 + \$5.00 per sign)

\$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Date Sign Site Plan Granted \_\_\_\_\_