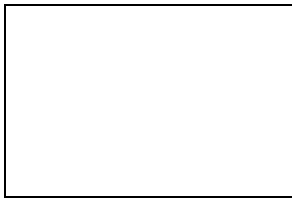


SECTION _____ BLOCK _____ LOT(S) _____ ZONE _____



TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING
Town Hall
Oyster Bay, New York, 11771

APPLICATION FOR A WALL SIGN OR A GROUND SIGN

Proposed Installation _____ Maintain Existing Sign _____

Property Owner: _____
Name Address City Zip Code Telephone Number

Tenant/Sign Owner: _____
Name Address City Zip Code Telephone Number

Applicant: _____
Name Address City Zip Code Telephone Number

Contractor: _____
Name Address City Zip Code Telephone Number

Electrician: _____
Name Address City Zip Code Telephone Number

ADDRESS OF CONSTRUCTION: _____
If Different From Above Address Post Office Zip Code

LOCATION OF PROPERTY: N.E.S.W. SIDE OF _____ FEET
N.E.S.W. OF _____ Street Dimension
Cross Street Post Office
N.E.S.W. CORNER OF _____ Street and _____ Street Post Office

GROUND SIGN

Horizontal Measurement _____
Vertical Measurement _____
Total Area of Sign _____
Overall Height of Sign Above Grade _____
Distance Between Bottom of Sign & Ground _____
Illumination (No. of Watts) _____
Setback – Front Property Line _____
Setback – Rear Property Line _____

WALL SIGN

Horizontal Measurement _____
Vertical Measurement _____
Total Area of Sign _____
Illumination (No. of Watts) _____
Name of Street Sign Faces _____
Height Sign is to be Affixed to _____
Width of Store Front _____

MUST HAVE BOTH AFFIDAVITS NOTARIZED

APPLICANT

The undersigned hereby agrees that any permit hereafter issued upon this application be and the same is issued subject to the strict observance of Chapter 246 of the Code of Ordinances and all laws, ordinances and regulations enacted for the protection of the Town of Oyster Bay. He/She further agrees to preserve and save harmless the Town of Oyster Bay from any and all liability and damage and from all cost and expense by reason of any injury or damage to persons or property arising from or in any way connected with the erection of such sign or in the maintenance thereof.

STATE OF NEW YORK
COUNTY OF NASSAU ss:

_____ being duly sworn, deposes and says: that he/she resides at _____ in the hamlet of _____ in the State of _____, that all statements and representations herein made are true, and that he/she has obtained written consent and authority from _____, who is the owner of the property upon which said structure is to be maintained, to erect and maintain said structure, which consent is shown below.

(Sign Here) Applicant _____
By _____
(If Corporation, Name & Title of Officer Signing)

Sworn to before me this _____ day
of _____, 20____

Notary Public

PROPERTY OWNER

The undersigned, owner of the property described in the foregoing application, hereby agrees that in the event said structure is erected or maintained in a manner contrary to the regulations prescribed, thus constituting a violation, the Building Department or its agents, following due notice to said owner at the address given below, may enter upon the property and remove said structure, and no proceedings against the Town Board, the Division of Building or any Department or agent of the Town of Oyster Bay will be instituted therefore.

STATE OF NEW YORK
COUNTY OF NASSAU ss:

_____ being duly sworn, deposes and says: that he/she resides at _____ in the hamlet of _____ in the State of _____, and that he/she is the owner in fee of the property described in the foregoing application, that he/she has read the particulars of said application and that he/she hereby consents to the erection and maintenance of the sign structure therein described in a manner approved by the Division of Building and Maintained at all times in a safe condition.

(Sign Here) Owner _____
By _____
(If Corporation, Name & Title of Officer Signing)

Sworn to before me this _____ day
of _____, 20____

Notary Public

INSTRUCTIONS FOR THE SIGN PERMIT APPLICATION

Prior to a Sign Permit Application being processed, a Certificate of Occupancy must be issued for the current tenant. Each application must be filled out completely and legibly or it will be returned.

Each application must be accompanied by the following:

1. A **NON-REFUNDABLE** application fee of **\$50.00 is required**. All checks are to be made payable to the Town of Oyster Bay (please include the address and telephone number on the check).
2. A **Balance Due Card** addressed to the person to be notified of the final balance fees before the permit is issued.
3. **One (1) sign application for each sign or lettering** must be submitted in ink or typewritten. Please fill out the appropriate information regarding addresses, telephone numbers, owner, applicant, etc. legibly. Additionally, kindly fill out the appropriate information for either the wall sign or ground sign – not both.
4. **A separate building permit application must be submitted if a canopy will be installed.** Any lettering on the canopy will be filed on a separate wall sign application.
5. **Two (2) copies of the property survey** showing where the sign will be located and installed.
6. **Two (2) set of drawings** prepared in a standard architectural manner and scale to indicate overall dimensions, length, width and height. Wall signs must be shown with wall elevation plans. All ground signs must show footings and/or the foundation with the seal and signature of a licensed professional.
7. **For all new installations:**
 - a.) The contractor must provide a current Worker’s Compensation insurance certificate.
 - Pursuant to Section 57 of the Worker’s Compensation Law, a Certificate of Insurance on the standard form subscribed by an insurance company authorized by the Superintendent of Insurance to issue worker’s compensation policies must be filed with this application covering all operations in connection therewith.

ELECTRICAL

Must Submit An Electrical Diagram

	Wall Sign	Ground Sign
Switches		
Outlets		
Receptacles		
Disconnects		
Electrical Panel		
Other _____		

The undersigned licensed electrician acknowledges that it is unlawful to extend or alter any existing, or install any new, electrical components until a Town of Oyster Bay approved set of building plans (together with electrical diagrams) stamped and sealed by a New York State licensed design professional has been duly issued in conformance with the Code of the Town of Oyster Bay and the provisions of the New York State Uniform Fire Prevention and Building Code and agrees to abide accordingly.

License Number: _____

Sworn to before me this _____
day of _____ 20_____

Electrician’s Name: _____

Business Address: _____

Notary Public

Acknowledged: _____
Master Electrician (Signature)