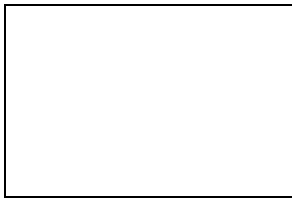


SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ ZONE \_\_\_\_\_



**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 **\$100.00** 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)