



Village of Spencerport

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Spencerport, NY 14559

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TRUSTEES

DAVID WOHLERS
RAY KUNTZ Jr.

CAROL J. NELLIS-EWELL
CHARLES R. HOPSON

Thank you for applying to the Village of Spencerport for a sign application for your business.

Enclosed you will find your application; please read carefully and submit a completed application per written guidelines back to the Building Department located at the Town of Ogden @ 269 Ogden Center Rd.

- A complete application returned before the deadline secures your spot on the next agenda.
- An incomplete application will not be accepted and could result in missing the deadline for the next meeting.

Please refer to the Village of Spencerport website and click on the link to Village Code Book, proceed into the search box and enter search words architectural review district. Here you will find all the standards for signage this site is very helpful.

Please take the time to read the enclosed application instructions. If you have any questions you may call the Building Department at 585-617-6195 for assistance.

VILLAGE OF SPENCERPORT

Application & guidelines for sign permits only. All signs in the ARB District require a Certificate of Appropriateness from the Architectural Review Board.

As per section 249-3-D

- (1) All applications for a sign permit shall be made in writing upon forms prescribed and provided by the Building Inspector and shall contain the following information.
 - (a) Name, address and telephone number of the owner and letter from the owner authorizing the application.
 - (b) The location of any building or structure upon which the sign is to be erected.
 - (c) A detailed drawing or print to a scale not exceeding one inch equals one foot showing the construction details of the sign (including dimensions , shape, size, colors, materials and name of sign maker), the lettering and or pictorial matter and the position of lighting or other extraneous devices; and a location plan drawn to a scale not exceeding one inch equals 20 feet showing the position of the sign on any building or structure, including building elevation, any private or public street or highway adjacent to the site.
 - (d) The zoning district in which the sign is to be placed and reference cited to the sign requirements as contained in the chapter.
 - (e) Photographs of all other signs on the same land and notation whether those other signs are conforming, nonconforming, or legally nonconforming.
 - (f) Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
 - (g) The applicant's signature attesting the accuracy of the application.
- (2) The Building Inspector's review of all sign permits shall be based upon the completed application form, any accompanying photos, drawings and a site inspection.
- (3) Upon receipt of a completed sign permit application, the Building Inspector shall submit the application to the Planning Board if the sign requires an architectural certificate of appropriateness from the Architectural Review Board.

Application requirements that shall be required but not limited to any of the following:

- 8 Copies of plans drawn to scale to show dimensions and orientation, the size shape and location of proposed signage.
- 8 Copies of photographs of the site and adjacent area.
- 8 Copies of drawings drawn to scale showing colors, dimensions, lettering and materials and design of signage.
- 8 Copies of site showing existing and proposed location of signage.
- 8 Copies of any proposed lighting fixtures.

The application cannot be processed for presentation before the ARB unless all of the application items are submitted to the Building Department at 269 Ogden Center Road, Spencerport NY 14559.

NOTE: All meetings are held at the Village of Spencerport Office located at 27 West Ave, Spencerport, NY 14559.

Meeting Date _____ Time _____

Date of Submittal _____ Fee Paid \$75.00 _____

Building Inspector's Review Signature _____

**APPLICATION FOR A CERTIFICATE OF APPROVAL TO THE
VILLAGE OF SPENCERPORT ARCHITECTURAL REVIEW BOARD
Code of the Village of Spencerport Chapter 140 Section 52**

***** Read instruction carefully – please type or print clearly ******

Tax ID No. _____ Zoning District _____

Address of site _____

Name of site or business _____

Owner/Applicant _____

Address _____

Tel. No. Business _____ Home _____

Fax No. _____ Cell and/or Pager _____

PLEASE CHECK ALL THAT APPLY:

CHECK ALL ITEMS ATTACHED TO APPLICATION __ Drawings __ Photos __ Other

_____ Owners Signature _____ Date

_____ Agent Signature _____ Date