

Village of Spencerport Sign Permit Application

The Code Enforcement Office is responsible for issuing sign permits located in the Architectural Review District. Complete information regarding Signs can be found on the Village Website www.vil.spencerport.ny.us under Village Code chapter 259 entitled "Signs".

Application can be submitted to the Code Enforcement Office with the \$75.00 fee at the Village Office; 27 West Avenue; Spencerport, NY; during normal business hours M-F.

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

- One (1) copy of plans drawn to scale to show dimensions, orientation, size, shape and location of the proposed signage.
- One (1) copy of photographs of the site and adjacent area.
- One (1) copy of the drawing to scale showing colors, dimensions, lettering and materials and design of sign.
- One (1) copy of site showing existing and proposed location of signage
- One (1) copy of any proposed lighting fixtures.

Please read instructions carefully and type or print clearly

Tax ID No. _____ Zoning District _____

Address of the site _____

Name of site or business _____

Owner/Applicant _____

Address _____

Telephone number _____

Owners Signature _____ Date _____

Agent Signature _____ Date _____

Code Enforcement Officer's Signature _____ Date _____

Approved _____

Denied _____

\$75.00 Fee Paid _____ Date _____