



# TOWN OF GLENVILLE APPLICATION FOR SIGN PERMIT

18 Glenridge Road  
Glenville, New York 12302  
Phone 518-688-1200, Ext. 405 Fax 518- 384-0140  
www.townofglenville.org

Building Dept. Use Only

Fee Due: \$ \_\_\_\_\_

Date Approved: \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Town of Glenville Building Department for the issuance of a building and zoning permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for the removal or demolition, as herein described. The Applicant or Owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and will also allow or arrange for all inspectors to enter the premises for inspections.

1. **Business Site Address** \_\_\_\_\_ **Suite/Unit Number** \_\_\_\_\_

2. **Name Of Business** \_\_\_\_\_

3. **Business Owner's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_ **Email** \_\_\_\_\_

4. **Property Owner's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_ **Email** \_\_\_\_\_

5. **Contractor's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

(Certificate of liability, workers compensation and disability insurance must be provided)

**Mailing Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_ **Email** \_\_\_\_\_

6. **Sign Type - check all that apply and complete the Specific Information Section(s) of this form**

- \_\_\_\_ Monument sign      How many \_\_\_\_\_      Dimensions \_\_\_\_\_
- \_\_\_\_ Pole sign              How many \_\_\_\_\_      Dimensions \_\_\_\_\_
- \_\_\_\_ Wall sign                How many \_\_\_\_\_      Dimensions \_\_\_\_\_
- \_\_\_\_ Electronic changeable copy (LED) \_\_\_\_\_      Dimensions \_\_\_\_\_

7. **Does the business have any other signs on the property?** Yes \_\_\_\_\_ **OR** No \_\_\_\_\_

- If Yes, type of sign and number (i.e.: 1 wall, 1 ground) \_\_\_\_\_

8. **Value of Sign:** \$ \_\_\_\_\_

**SPECIFIC INFORMATION REQUIRED  
BASED ON TYPE OF SIGN**

**\*\*Complete the section(s) that pertain to the type of sign you are requesting\*\***

Additional information may be requested in order to process.

➤ **FACE REPLACEMENT ONLY - REPLACE SIGN FACE into EXISTING wall, ground or pole FRAME**

**\*\*\*No change or modification to existing frames/supports\*\*\***

- You must provide
  - Rendering of the building showing placement of the new sign and all other signs on the building, including other businesses.
  - Color rendering of the proposed sign
- Dimensions of sign \_\_\_\_\_
- Illumination (check one):
  - \_\_\_\_\_ The sign will not be illuminated
  - \_\_\_\_\_ Using existing electrical without upgrades or modifications
  - \_\_\_\_\_ Installing new or modifying electrical (no other modification or change to frame/support)

➤ **WALL / FAÇADE SIGN AND FRAME (including replacements)**

- You must provide
  - Rendering of the building showing placement of the new sign and all other signs on the building, including other businesses.
  - Color rendering of the proposed sign
- Dimensions of sign including frame \_\_\_\_\_
- Length of store/business frontage \_\_\_\_\_ feet.
- Illumination (check one):
  - \_\_\_\_\_ The sign will be electronic changeable copy (LED)
  - \_\_\_\_\_ The sign will not be illuminated
  - \_\_\_\_\_ Using existing electrical without upgrades or modifications
  - \_\_\_\_\_ Installing new or modifying electrical



## GENERAL GUIDELINES FOR COMMERCIAL SIGNS

These are general guidelines only.

Additional requirements may apply to your zoning district, type of sign and/or use.

- **Wall/Facade Signs:**

- May not project more than 50% above any roof line, not to exceed 5' above roof line.
- Signs projecting six or more inches laterally from structure will have a min. of 8' clearance.
- Max. of 2 s/f for each l/f of store frontage per use, not to exceed 50 s/f.
- Max. of 1 façade sign per use permitted in the Town Center Overlay Dist.

- **Ground/Monument Signs:**

- Shall not exceed 8 feet in height.
- Clearance shall not exceed 3 feet.
- One sign is permitted and shall not exceed 65 s/f in total sign display area. Max of 50 s/f if in the Town Center Overlay Dist.

- **Pole Signs:**

- Not permitted in the Town Center Overlay Dist.
- 75 s/f max. of display area.
- Not to exceed 25 feet in height
- Changeable copy LED signs not permitted.

- **LED Changeable Copy Signs:**

- Not permitted in the Town Center Overlay Dist. regardless of underlying zoning.
- Only permitted in the CB, GB, HC & RDT zoning districts.
- 32 s/f max. of display area, on each side.
- No scrolling or flashing of messages. The change of message shall occur simultaneously for the entire sign face.
- Message Display times:
  - Static display of message – minimum of 20 seconds.
  - Time between messages – maximum of 2 seconds
- Illumination:
  - Daylight hours – max of 5,000 nits
  - Dusk to dawn – max. of 500 nits.

- **All Sign Types:**

- ALL signs are considered permanent and require a permit unless specifically outlined under Section 270-71-Temporary Signs,
- All portions of the sign shall be no closer than 10 feet from any property line.
- Must be made of rigid materials, preferably wood, simulated wood, stone, brick or composites.
- Total amount of sq. ftg. For all signs on any one lot is 150 s/f – except for shopping centers.
- No more than 2 signs advertising the business name shall be allowed.
- No exterior signs advertising products shall be permanently attached to the building or placed on the premise.
- Streamers, ribbons, spinners or similar revolving or fluttering elements are not allowed.
- Illumination of any sign shall not produce a direct glare beyond the limits of the property.
- Off-premise signs are not permitted.
- Signs shall not be placed in any street right of way, or attached to utility poles.