



# TOWN OF WEBSTER

## SIGN PERMIT APPLICATION

### PLANNING BOARD APPROVAL REQUIRED

Office (858) 872-7028 • Fax (585) 872-1352 • [planning-zoning@websterny.gov](mailto:planning-zoning@websterny.gov)

#### Applicant/Contact Person:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Contractor (if different than applicant):

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Project / Sign Name

#### Project Address:

#### Type:

#### Quantity:

Attached ☐ # : \_\_\_\_\_  
Free standing ☐ # : \_\_\_\_\_

Single Sided ☐

Double Sided ☐

Internally Lit ☐

Externally Lit ☐

No Lighting ☐

#### SIGNAGE INFORMATION

##### Dimensions:

Building Façade Height: \_\_\_\_\_

Building Façade Width: \_\_\_\_\_

Bldg. Façade Area (sq. ft.): \_\_\_\_\_

Sign Height: \_\_\_\_\_

Sign Width: \_\_\_\_\_

Total Sign Area (sq. ft.) : \_\_\_\_\_

Height from grade: \_\_\_\_\_

Temporary Sign ☐

Permanent Sign ☐

(Planning Board approval is required  
for all permanent signs)

Direction(s) the  
sign will face  
(circle all that  
apply)



#### Description (sign type, colors, materials, illumination type/source, etc.) :

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of approval.

(Signature of Property Owner or Agent for Property Owner)

Date

#### Office Use Only:

SBL #: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Fee: \_\_\_\_\_ Paid by: Cash ☐ Check ☐

Permit is hereby granted under the following condition(s): \_\_\_\_\_

Approved by: \_\_\_\_\_ Application approved/modified by PB/ZBA on \_\_\_\_\_

**Submission Checklist:****No. of copies:**

- Completed Sign Permit Application 10 ☐
- Letter of intent (project description in applicant's own words) 10 ☐
- Instrument survey map provided (freestanding signs) 10 ☐
- Colored images of signage (max. size of 11"X17") 10 ☐
- Non-collusion disclosure signed 1 ☐
- Overall height of sign above grade (not to exceed 6 feet): \_\_\_\_\_
- Date of Planning Board meeting (if applicable) \_\_\_\_\_
- Decision of the Board: \_\_\_\_\_
- Variance Requested: \_\_\_\_\_
- Decision of the ZBA: \_\_\_\_\_

**NOTE:** All meetings start at 7:00 PM at the Town of Webster Board Room located at 1002 Ridge Rd. The Town of Webster Planning Board, at its own discretion, reserves the right not to hear new applications after 10:30 PM on any regularly scheduled meeting day. The hearings will be rescheduled to the next available meeting.

The applicant hereby makes application for the aforementioned sign(s) and agrees to construct said sign in conformance with the plans submitted and approved by the Town of Webster and agrees to remove all signs granted hereunder if use of the premises discontinued for a period exceeding 30 days or if notified to remove said signs, as ordered by the town representative.

**Applicants Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Office Use Only**

Fees: \$50.00 base fee per sign + \$1.00 per sq. ft. per sign (max. of \$200 per sign)

Amount due: \_\_\_\_\_

Date paid: \_\_\_\_\_

Payment Method: ☐ Cash ☐ Check

Special conditions: \_\_\_\_\_

Approved by: \_\_\_\_\_

**NON-COLLUSION DISCLOSURE PURSUANT TO**  
**SECTION 350-104**  
**OF THE WESTER ZONING ORDINANCE**

**TO WHOM IT MAY CONCERN:**

No officer or employee of the State of New York, County of Monroe or Town of Webster has any financial interest in the land affected by or in the partnership making application for the project known as \_\_\_\_\_

*(Project Name)*

BY: \_\_\_\_\_

*(Signature of Authorized Representative)*

DATE: \_\_\_\_\_

## **TIPS FOR APPLICANTS**

Requesting permanent signage approval for a project before the Planning Board requires the applicant to provide as much information as possible. It is recommended that the owner/contractor bring the appropriate representatives to answer questions from the Planning Board. The following are tips to help in your presentation.

1. Dress appropriately. Applicants shall meet business or business casual attire out of respect to the Planning Board.
2. Be on time! Meetings start at 7:00 PM.
3. Speak clearly and use the microphone. Get as close as possible to the microphone so all can hear you. Be sure introduce yourself, your company, and who you are representing. Be prepared to answer any questions from the Planning Board.
4. Provide visuals. The room is large. Visuals should be clear and easy to see, especially for the Board members and the public. Colored drawings are encouraged. Provide sample of building materials with color samples.
5. Be respectful to the Planning Board, staff, and citizens in attendance.

At the completion of the presentation, the Planning Board will make their decision regarding the project. You will receive a letter in the mail outlining the Planning Board's decision and conditions of approval.

The Town Code is available on the Town of Webster web page: [www.websterny.gov](http://www.websterny.gov). Click on "Town Code".

Please contact the Department of Public Works if you have any questions regarding this process.

Joshua Artuso  
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585.872.7028