



TOWN OF WEBSTER

SIGN PERMIT APPLICATION

PLANNING BOARD APPROVAL REQUIRED

Office (858) 872-7028 • Fax (585) 872-1352 • 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.): _____

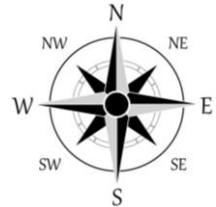
Height from grade: _____

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:	<input checked="" type="checkbox"/>
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- 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:** _____

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. Click on "Town Code".

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

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585.872.7028