



283 Manny's Corners Road  
Amsterdam, New York 12010

Telephone (518) 842-7961  
Fax No. (518) 843-6136

## Sign Permit Application & Instructions

Please complete the attached sign permit application and forward to the Town Zoning Officer for processing.

Permit fees are due at time of application. Fees are as follows:

### Temporary & Political Signs:

\$5.00 plus a \$25.00 deposit ( Nine signs or less )

\$5.00 plus a \$50.00 deposit ( Ten or more )

\*Deposit is returned upon removal of signs

\*Temporary & Political sign permits are valid for thirty days

### Permanent Signs - \$25.00

All signs must comply with Section 22 of the Town of Amsterdam Zoning Ordinance.

A detailed description of the construction and a drawing to scale must accompany this application.

### Variance Application - \$50.00

Please note: You must first apply for sign permit and be denied before you can submit an application for a Variance.

Return Application To: Linda Bartone Hughes, Town Clerk  
Amsterdam Town Hall  
283 Manny's Corners Road  
Amsterdam, NY 12010

Any questions regarding requirements , please contact Thomas DiCaprio,  
Zoning Officer at 518-842-7961 Ext. 108.

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# SIGN PERMIT APPLICATION

APPLICATION DATE: \_\_\_/\_\_\_/\_\_\_ ZONE: \_\_\_ FEE DUE WITH APPLICATION: \_\_\_  
APPLICATION #. \_\_\_ SBL #: \_\_\_ ESCROW PAID: \_\_\_

ADDRESS OF OWNER: \_\_\_\_\_  
ADDRESS OF SIGN INSTALLATION: \_\_\_\_\_

**CHECK ALL APPROPRIATE ITEMS AND FILL IN ALL BLANKS THAT APPLY:**

TYPE: TEMPORARY \_\_\_ PERMANENT \_\_\_ NEW \_\_\_ REPLACEMENT \_\_\_

PURPOSE: BUSINESS \_\_\_ POLITICAL \_\_\_ OTHER \_\_\_

IF OTHER STATE PURPOSE: \_\_\_\_\_

IF POLITICAL, STATE: QUANTITY \_\_\_ SIZE: \_\_\_ [SQUARE FOOT EACH].

CONSTRUCTION: FREE STANDING: \_\_\_ WALL: \_\_\_ ROOF: \_\_\_

SURFACE AREA: FREE STANDING: BUSINESS - 75 SQ. FT. OR LESS: \_\_\_

SHOPPING CENTER - 100 SQ FT OR LESS: \_\_\_ OTHER: 50 SQ. FT. OR LESS: \_\_\_

WALL OR ROOF: MAXIMUM ALLOWED IS 25% OF WALL AREA FURTHER REGULATED:  
WITHIN 100 FOOT OF PROPERTY LINE, TO 30 SQ. FT. OR LESS: \_\_\_  
OVER 100 FOOT FROM PROPERTY LINE 100 SQ. FT. PLUS 10 SQ. FT. FOR EACH ADDITIONAL  
10 FOOT OF SETBACK UP TO A MAXIMUM OF 300 SQ. FT. OR 25% OF WALL: \_\_\_

SETBACK: \_\_\_ SIGN SURFACE AREA: \_\_\_  
HEIGHT: R AND B 2 ZONES MAXIMUM 6 FT. \_\_\_ B1 AND M1 ZONES MAXIMUM 15 FT. \_\_\_  
PLANTER TYPE SIGNS MAXIMUM 8 FT. \_\_\_

LOCATION: FREE STANDING SIGNS MINIMUM OF 15 FT. FROM ANY PROPERTY LINE: \_\_\_  
WALL OR ROOF: ON BUILDING - LIMITS SPECIFIED IN SECTION 22 SIGN ORD. \_\_\_  
ILLUMINATION METHOD: \_\_\_\_\_

THE UNDERSIGNED AGREES TO COMPLY WITH SECTION 22 OF THE TOWN ZONING ORD..  
DESCRIPTION OF CONSTRUCTION AND A DRAWING TO SCALE WITH, SIZE, COLOR, TEXT, AND  
LOCATION MUST BE ATTACHED OR APPLICATION WILL BE DENIED AND RETURNED AS  
INCOMPLETE.

SIGNATURE OF OWNER OR AGENT : \_\_\_\_\_

[ ] APPROVED [ ] DENIED EXPLANATION IF  
ANY: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_ EXPIRES: \_\_\_/\_\_\_/\_\_\_ ZONING/CODE ENFORCEMENT OFFICER