

Village Of Williamsville

Building Department
5565 Main Street
Williamsville NY, 14221



Phone: 716-632-7747
Fax: 716-626-4964
www.walkablewillamsville.com

Sign Permit Application

Official Use Only

Temporary Signs:

New Business (90 day permit) \$50.00
Existing Business (30 day permit with no more than two renewals) \$30.00
Banner Signs (per two-week period, no more than four times per year)..... \$50.00

Permanent Signs:

Under 25 sq.ft. \$100.00
25 to 35 sq.ft. \$200.00
35 to 45 sq.ft. \$250.00
45 to 55 sq.ft. \$300.00
Over 55 sq.ft. \$400.00 (+ \$10/sq.ft. over 55)

*In addition to the permit fee, a *Use Fee* is billed on a 5-year cycle.

Total fees: \$ _____

Existing sign permit on file: ☐ Yes ☐ No

Approval required: ☐ Sign Officer ☐ HPC* ☐ Planning Board

**Must include Certificate of Appropriateness application*

Street address: _____ Zoning: _____

Business name: _____

Applicant/Contractor:

Name:	Phone:
Address:	E-mail:

Applicant's Signature: _____ **Date:** _____

Property owner:

Name:	Phone:
Address:	E-mail:

Property Owner's Signature: _____ **Date:** _____

The applicant hereby affirms that all work shall be performed in accordance with applicable codes, regulations and manufacturer's installation instructions. The property owner is responsible for abiding by any applicable codes regarding proper upkeep and maintenance of said signage.

Sign Permit Application cont'd

Types of Signage

☐ **A-frame**

Number: _____ Height: _____ Area: _____

☐ **Awning**

Number: _____ Height: _____ Area: _____

☐ **Ground**

Number: _____ Height: _____ Area: _____

☐ **Pole**

Number: _____ Height: _____ Area: _____

Setback to property line: _____

☐ **Projecting**

Number: _____ Dimensions: _____

**minimum 9 ft clearance*

☐ **Suspended**

Number: _____ Dimensions: _____

**minimum 9 ft clearance*

☐ **Temporary**

Number: _____ Dimensions: _____

**maximum use 30 days*

☐ **Wall**

Number: _____ Dimensions: _____

☐ **Window**

Window dimensions: _____

Sign dimensions: _____

Is signage illuminated?

☐ Yes

☐ No

Sign Permit Application Checklist

Please include in your application three (3) copies of the following documents:

- ☐ Completed application form, including signatures of applicant and property owner
- ☐ All application fees as determined by the Village Board.
- ☐ Site plan and elevations indicating the size, shape, construct, materials, layout and proposed location of the proposed sign(s) drawn to scale.
- ☐ Photos of the site or building upon which the sign is to be located
- ☐ Color illustrations and/or photos of the proposed sign and sign area
- ☐ Proposed illumination system, if any, and the type of lighting to be used
- ☐ Samples of signage materials shall be required when requested by the Sign Officer or Planning Board
- ☐ Any additional information as requested by the Sign Officer or Planning Board that is deemed necessary for the adequate review of the proposed sign.

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Received By: _____ Date Received: _____ Zoning: _____ Permit #: _____

Approved: _____ Denied: _____ Date: _____ Total Fees: \$ _____ Date Paid: _____