

**TOWN OF GLENVILLE**  
18 Glenridge Road, NY 12302-4518  
(518) 688-1200, Ext. 405 ~ Fax (518) 384-0140  
www.townofglenville.org

**APPLICATION FOR  
SIGN**

**\*\*A Plot Plan and Rendering of the Sign Are Required To Be Submitted With This Application\*\***

Date \_\_\_\_\_

- 1) Building Site Address \_\_\_\_\_
- 2) Name Of Business \_\_\_\_\_
- 3) Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 4) Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Certificate of workers compensation and disability insurance must be provided)  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- 5) Type Of Sign (circle one)    WALL/FACADE    GROUND/MONUMNET    POLE/PYLON
- a) \_\_\_\_\_ I am replacing or inserting a new sign face into an existing frame with no other changes.
- Dimensions of sign face \_\_\_\_\_
  - Material of sign face \_\_\_\_\_
  - Is sign currently illuminated?    Yes OR No
    - If Yes, describe how \_\_\_\_\_
- b) \_\_\_\_\_ I am proposing a new sign frame and sign face.
- Overall Dimensions of sign \_\_\_\_\_
  - Height of sign (grade to top) if applicable: \_\_\_\_\_
  - Clearance (grade to bottom of face) \_\_\_\_\_
  - Materials
    - sign face \_\_\_\_\_    sign frame \_\_\_\_\_
  - Will the sign be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_
    - If yes,    External OR Channel Letters    OR    Backlit Letters

**\*\*NOTE: Internally illuminated signs and plastic in the sign face are not permitted\*\***

- 6) **SITE INFORMATION** (Failure to provide this information may result in a delay in processing application)
- a) **Existing signs on the property.**
- Pole/Ground: how many? \_\_\_\_\_ Total Sq. Ftg. Of All \_\_\_\_\_
  - Wall/Facade: how many? \_\_\_\_\_ Total Sq. Ftg. Of All \_\_\_\_\_
  - Total sq. ft. of all existing signs on lot \_\_\_\_\_
  - Store frontage parallel to road \_\_\_\_\_ feet

**APPLICATION CONTINUED ON BACK**

