

Town of Glenville Building Dept.
18 Glenridge Road, Glenville, NY 12302
Phone: (518) 688-1200 ext. 8
Fax: (518) 384-0140
www.townofglenville.org



Date Received: _____
Fees: _____
Date Approved: _____
Date Denied: _____
Authorized by: _____

Sign Application

****A colored rendering of the sign must be submitted with this application.****

Failure to provide all the required information may delay processing your application.

Building Site Address: _____

(Must Be Completed)

Business

Owner's Name: _____

Address: (not business address) _____

Day Phone: _____

Email: _____

NOTES:

Suite/Unit Number: _____

(Must Be Completed)

Property

Owner's Name: _____

Address: _____

Day Phone: _____

Email: _____

(Must Be Completed)

Contractor's

Name: _____

Address: _____

Day Phone: _____

Email: _____

****Workers Comp, Disability & Liability Certs. of Ins.**

MUST be submitted with this application.**

Site Information:

Regarding your individual business:

What is the width of your business space? _____ ft.

Total number of signs your business will display _____

Existing signs on site:

of pole/ground signs: _____ Total s/f of all: _____

of wall/façade signs: _____ Total s/f of all: _____

Total s/f of all signs existing on property (excluding this application) _____

NEW SIGN INFORMATION – Provide all information pertaining to the sign(s) you wish to install:

WALL/FAÇADE: _____ number of new wall/façade signs applying for.

- Replacing sign face only (no changes made to the existing frame/supports): _____

- Dimensions of sign face: _____

- Illumination of Sign:

None _____ or External _____ or Internal _____ of LED** _____

**** If LED, see the back of this application for additional information that is required to be provided.**

MONUMENT/GROUND: _____ number of new monument/ground signs applying for.

- Plot plan with setback distances must be provided.
- Replacing sign face only (no changes made to the existing frame/supports): _____
- Dimensions of sign face: _____
- Illumination of Sign:
None _____ or External _____ or Internal _____ or LED** _____
** IF LED, see the back of this application for additional information that is required to be provided.
- Height of sign including frame (grade to top): _____
- Clearance – if ground or pole sign (grade to bottom of face): _____
- Setback from property lines (not pavement): _____ front and/or _____ side.

POLE/PYLON: _____ number of new pole/pylon signs applying for.

- Plot plan with setback distances must be provided.
- Replacing sign face only (no changes made to the existing frame/supports): _____
- Dimensions of sign face: _____
- Illumination of Sign:
None _____ or External _____ or Internal _____
LED's are **NOT** permitted on pole/pylon signs.
- Height of sign including frame (grade to top) _____
- Clearance – if ground or pole sign (grade to bottom of face) _____
- Setback from property lines (not pavement): _____ front and/or _____ side.

LED SIGNS: The following information **MUST** be provided.

- Static display time of each changeable message or image: _____ seconds OR minutes.
(Minimum of 20 seconds is required.)
- Maximum length of time between change of messages or image: _____ seconds
(Maximum of 2 seconds is required.)
- Maximum illumination during daylight hours _____ nits (candelas per sq. meter)
(Maximum of 5,000 nits measured from sign's face at max brightness is permitted.)
- Maximum illumination between dusk and dawn _____ nits (candelas per sq. meter)
(Maximum of 500 nits measured from sign's face at max brightness is permitted.)

NOTES REGARDING LED SIGNS:

- May not exceed 32 s/f in display area on each side.
- No scrolling or flashing of message.
- Change of message or image shall occur simultaneously for the entire sign face.
- 1 LED sign per property.
- Not permitted in Town Center Overlay.
- Not permitted on pole/pylon signs.

APPLICANT'S CERTIFICATION:

I certify that the construction plans and all other information submitted as part of this permit application are accurate.

ESTIMATED VALUE OF SIGN (labor and materials) \$ _____

SIGNATURE OF PROPERTY OWNER: _____

(Contractor signature accepted with a copy of the signed agreement with the property owner)