



**VILLAGE OF COBLESKILL - PLANNING, ENVIRONMENT & CODES DEPT.**

**378-1A MINERAL SPRINGS ROAD, COBLESKILL, NY 12043 – TELEPHONE: 518-234-4661**

**SIGN PERMIT APPLICATION (\$10 FEE FOR EACH PROPOSED SIGN)**

**APPLICATION NUMBER:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX/EMAIL:** \_\_\_\_\_

**FAX/EMAIL:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**SBL NUMBER:** \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_

If your sign will be located in the Historic District you may need to apply to the **Historic District Review Commission**.

\_\_\_\_\_ deposes and says that he is the owner, or has been duly authorized by the owner (*"Affidavit by Property Owner"* attached) as the agent of said owner(s), to make and file this application and to perform or have performed the work described in this application; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**The applicant recognizes that** it may be necessary for Village Staff to conduct on-site visits of the property that is the subject of the application, and that such on-site visits may be conducted as deemed necessary by Village staff or representatives.

**The applicant further agrees** that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Commission members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**SWORN TO BEFORE ME THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **IN THE YEAR OF** \_\_\_\_\_

**SIGNATURE OF NOTARY PUBLIC** \_\_\_\_\_

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These are the minimum four submission requirements of the Code of the Village of Cobleskill, Chapter 160-Zoning, Article X-Signs--- See the Code of the Village of Cobleskill at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)  
The Village may ask for additional information reasonably related to the application.

**1. ATTACH A SCALE DRAWING OF THE PROPOSED SIGN, SHOWING:**

- TYPE OF SIGN (POLE SIGN, WALL SIGN, PERPENDICULAR TO BUILDING, ETC.)
- SIGN DIMENSIONS
- SIGN MATERIALS
- METHOD AND STYLE OF SIGN ILLUMINATION
- METHOD OF STRUCTURAL SUPPORT,
- SIZES AND STYLES OF ALL LETTERING
- COLORS
- THE SIGN'S LOCATION ON THE LAND OR BUILDING IN RELATION TO EXISTING BUILDINGS, ROADWAYS, DRIVEWAYS, SIDEWALKS

FOR PARALLEL-MOUNT SIGNS, BUILDING FRONTAGE OF THE BUSINESS BEING ADVERTISED: \_\_\_\_\_

FOR PERPENDICULAR-MOUNT SIGNS, DISTANCE FROM BOTTOM OF SIGN TO THE GROUND OR SIDEWALK: \_\_\_\_\_

FOR SIGNS APPLIED TO OR MOUNTED IN WINDOWS, MEASUREMENT OF THE WINDOW(S) \_\_\_\_\_

FOR FREESTANDING SIGNS, NOTE THAT THROUGHOUT THE VILLAGE, THE SPEED LIMIT IS 30MPH, AND LETTER HEIGHT SHALL THEREFORE BE NO GREATER THAN EIGHT INCHES.

**2. ATTACH A DRAWING OR PHOTOGRAPH, SHOWING ALL OTHER SIGNAGE EXISTING ON THE PARCEL.**

- 3. APPLICATION IS FOR:**
- PERMANENT SIGN
  - SANDWICH BOARD SIGN (NO LARGER THAN 30" WIDE AND 48" HIGH)
  - TEMPORARY SIGN
    - DATE OF THE EVENT BEING ADVERTISED \_\_\_\_\_

**4. FOR EACH PROPOSED SIGN, SUBMIT ONE APPLICATION FORM AND \$10 APPLICATION FEE, PAYABLE TO VILLAGE OF COBLESKILL**