

SIGN PERMIT APPLICATION

Chapter 170, Section S, Town of Troy Zoning Ordinance

File #: _____

Office Use Only

APPLICANT INFORMATION

Applicant: _____ Owner (if not Applicant): _____
Mailing Address: _____ Mailing Address: _____
Daytime Phone: (____) _____ Daytime Phone: (____) _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____
Property Location: ____ 1/4, ____ 1/4, Sec. ____, T. ____ N., R. ____ W., Town of Troy (Complete legal description must be attached.)
Parcel Identification Number(s): _____

FEES

Application Fee: \$ _____ (plus professional
Supplemental Application Fees: \$ _____ x ____ (# of additional requests) \$ _____ fees/expenses)
Total Fees: \$ _____

- All application fees must be submitted with application and are non-refundable.
- Additional fees paid as directed by the Town Clerk.
- Fees will be doubled for applications submitted after construction project initiated, and/or written enforcement action has commenced.

SIGN INFORMATION

Please provide the following information: (Note: If requesting more than one sign as part of this application, please submit the following information for EACH PROPOSED SIGN on an attached sheet).

Request (mark one): New sign Modification to existing sign - if yes, Permit # of existing sign: _____
Sign Type (mark one): On-premise, permanent Off-premise, permanent Temporary sign – time extension
Sign Structure (mark one): Single face Back to back End to end V-shape Building/Wall Other
Sign Panels (mark one): Multi-tenant Multi-directional Single
Sign Use (mark one): Area/Neighborhood Directional Institutional Governmental Commercial
 Industrial Agricultural Home Occupation Other: _____
Advertiser Name: _____
Sign Illumination (Mark one): None External Internal LED Other: _____
Sign Electrical Components (Mark one): None Message Board Other: _____
Sign Height (feet): _____ Sign Width (feet): _____ Sign Area (square feet): _____
Total Structure Height (feet): _____ Distance to Road Centerline (feet): _____ Distance to ROW (feet): _____
Zoning District: _____

GENERAL SIGN APPLICATION REQUIREMENTS

APPLICATION:

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application;
- Submitted ***original plus 2 copies*** minimum of completed application to the Zoning Administrator;
- Resolved any land use violations and paid any outstanding fees owed to the town;
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- Submitted the appropriate application fee (*nonrefundable*) payable to **Town of Troy**

REVIEW:

The Town will review the application for completeness and assign a file number to the application. The Town may require additional information and will notify the applicant of this within a reasonable timeframe. Upon receiving a complete application and supporting documents, the Town will:

Schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and

Review the file and prepare findings for approval or denial of the permit.

The applicant may also be required to apply through the Town for a local building permit. All site plans, pictures, and other materials submitted with the application become the property of the Town and will remain in the file.

CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee payable to: **Town of Troy**.
- Recorded Warranty Deed (*may be obtained at the Register of Deed's office*) showing legal description and ownership.
- A general written statement that specifically explains the request and provides information on lighting and electrical components, method of attachment to a building or the ground, contact information for whomever will be erecting the sign, calculations for compliance with the Uniform Sign Code, and all related permits and applications (*which must be attached*).
- Detailed conceptual drawing of the sign with dimensions (*scale should not be greater than 1 inch to 200 feet*).
- Letters to adjacent landowners with stamped envelopes, includes properties across roadways. (please leave unsealed)
- A complete site plan showing:
 - project location in the town;
 - lot/parcel dimensions with total lot area, property lines, and all applicable setbacks;
 - location of existing and proposed signs and other structures with their square footage and distance from setbacks;
 - location of all existing access roads, driveways, parking areas, right-of-way, road setbacks, and recorded easements;
 - location of all blufflines and slope preservation zones, OHWM and setbacks from blufflines (*Riverway*); and
 - any other unique limiting conditions of the property or information deemed necessary by the Zoning Administrator.

SIGNATURE

I attest that the information contained in this application is true and correct to the best of my knowledge.

Applicant Signature: _____ Date _____

Owner (if not Applicant) Signature: _____ Date _____

OFFICE USE ONLY

Complete Application Accepted: ___ / ___ / ___	By: _____
Fee Received: ___ / ___ / ___ \$ _____	Receipt #: _____