

**APPLICATION FOR SIGN PERMIT/PLACEMENT  
IN THE CITY OF AUBURN, NEW YORK**

**REQUIRED ATTACHMENTS**

- A. LETTER OF APPROVAL FROM PROPERTY OWNER IF OTHER THAN APPLICANT.
- B. NYS DEPT. OF TRANSPORTATION APPROVAL IF OFF PREMISES SIGN (BILLBOARD).  
NOTE: This application requires two attached sketches or photos; a sketch of the sign as described in C below and either a sketch or photo of the building showing sign location of attached signs as described in D, or sketch of the plot showing the location of free standing signs as described in E.
- C. SKETCH OF SIGN TO SCALE AND IN REASONABLY ACCURATE DETAIL SHOWING THE FOLLOWING:
1. ALL DIMENSIONS INCLUDING THE FRAMEWORK AND DESCRIPTION OF GEOMETRIC SHAPES.
  2. STATE BASE COLOR OF SIGN AS WELL AS ANY COLORS OF LETTER OR PICTORIAL FEATURES.
  3. MESSAGE (VERBAL CONTENT) AND SYMBOLS OR ILLUSTRATIONS TO APPEAR ON SIGN FACE.
  4. ANY LIGHTS ON, IN OR ATTACHED TO SIGNS DESCRIBING WHETHER THEY ARE FLASHING OR NOT, ANIMATED, BLINKING OR FLUCTUATING AND SPECIFY COLOR OF LIGHTS.
  5. INDICATE IF SIGN HAS MOVING, ROTATING OR OTHERWISE ANIMATED PARTS.
  6. SHOW HEIGHT OF SIGNS ABOVE GROUND, WHETHER THE SIGN IS FREE STANDING OR ATTACHED.
  7. IF SIGN IS TO BE ATTACHED TO A STRUCTURE SHOW FIRE EXITS AND FIRE ESCAPES AFFECTED BY THE SIGN, ITS FRAMEWORK OR BRACING AND HEIGHT OF SIGN ABOVE STRUCTURE.
- D. FOR ATTACHED SIGNS: PHOTOGRAPH OR SKETCH OF THE FACE OF THE BUILDING IN CORRECT PROPORTIONS SHOWING:
1. WHERE NEW SIGN IS TO BE LOCATED.
  2. ANY EXISTING SIGNS (free standing or attached), METHOD OF ILLUMINATION (if any) AND METHOD OF ATTACHMENT TO STRUCTURE.
- E. FOR FREE STANDING SIGNS: SKETCH OF THE SITE TO SCALE SHOWING THE FOLLOWING:
1. PROPERTY LINES.
  2. LOCATION OF SIGN WITH RESPECT TO PROPERTY LINES, STRUCTURE, PEDESTRIAN WALKWAYS OR DRIVEWAYS.
  3. MEASUREMENT OF LOT FRONTAGE.
  4. HOW THE SIGN IS LOCATED ON THE LOT.
  5. EXISTING SIGNS WHICH WILL REMAIN, DIMENSIONS, WHETHER ILLUMINATED, FLASHING, MOVING, ETC.

**NOTE:** EXISTING SIGNAGE IS DEFINED AS ANY AND ALL SIGNS ON THE PROPERTY. (i.e.; a mall or plaza where there is more than one business would require information of all signs on the premises)

**NOTE:** PLEASE FILL IN ALL APPLICABLE BLANKS. ATTACH SKETCHES AND/OR PHOTOS AS DESCRIBED IN REQUIRED ATTACHMENTS.

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1. Date: \_\_\_\_\_
2. Address for sign: \_\_\_\_\_
3. Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
4. Business owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
5. Sign installer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
6. Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

(Note: attach a **notarized** letter of approval from the property owner if other than the business owner)

7. Sign is: on premises business sign ☐ or off premises advertising sign ☐.
8. How many businesses does or will the building contain? \_\_\_\_\_
9. Has a permit for this sign (with or without modifications) been sought in the past? Yes ☐ No ☐  
If so, when and what action was taken? \_\_\_\_\_
10. This sign is new ☐, replacement ☐ or alteration to existing ☐.
11. This sign is attached ☐ or free standing ☐.
12. This sign has how many faces? \_\_\_\_\_
13. Is this sign illuminated (includes internal and/or external)? Yes ☐ No ☐
14. Total cost of sign: \_\_\_\_\_
15. Material sign is made of: \_\_\_\_\_
16. Are there any existing signs? Yes ☐ No ☐ If yes, denote on required sketches and/or photos.
17. What is the total square footage of the existing signs? \_\_\_\_\_

\*\*\*\*\* For office use only \*\*\*\*\*

1. Zoning district: \_\_\_\_\_ Tax map: \_\_\_\_\_
2. Total square footage of sign: (sum of one side if sign has two faces) \_\_\_\_\_
3. Total square footage of sign area allowed per foot of lot frontage in this zone: \_\_\_\_\_
4. Length of lot frontage, including side street if on a corner: \_\_\_\_\_
5. Maximum sign area allowed for this property: (#3 X #4) \_\_\_\_\_

Approved ☐ Denied ☐ Cost of permit: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_