

TOWN OF PLATTSBURGH  
CODES DEPARTMENT  
151 BANKER ROAD  
PLATTSBURGH, NEW YORK 12901  
PHONE: (518) 562-6840  
FAX: (518) 563-8396

Application Fee: \_\_\_\_\_ Application No. \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Zone: \_\_\_\_\_

APPLICATION FOR A SIGN PERMIT

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Parcel No. \_\_\_\_\_

**DIRECTIONS FOR COMPLETING THIS APPLICATION:**

1. Deliver or mail this completed application with appropriate fee to:  
Town of Plattsburgh Codes Department  
151 Banker Road  
Plattsburgh, NY 12901
2. Please sign the application in front of a Notary Public. Notary Publics are available at the Town of Plattsburgh Offices for your convenience.

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**APPLICATION IS HEREBY MADE TO PLACE A SIGN:**

1. Location to property lines (if Pylon or Monument Sign) \_\_\_\_\_  
\_\_\_\_\_
2. Material \_\_\_\_\_
3. Size (list height, dimensions, lighting and other pertinent data): \_\_\_\_\_  
\_\_\_\_\_
4. Length of building along road frontage \_\_\_\_\_
5. Square footage of sign requested \_\_\_\_\_
6. List of other signs on property \_\_\_\_\_  
\_\_\_\_\_
7. Location of Property \_\_\_\_\_
8. Any existing variances for property \_\_\_\_\_
9. Attach a drawing or picture of the proposed sign to the application.

IF APPLICATION IS NOT FULLY COMPLETED, NO PERMIT WILL BE ISSUED.

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STATE OF NEW YORK)

ss:

COUNTY OF CLINTON)

Deponent, being duly sworn, says that he (she) is the owner or authorized agent for which the forgoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances. I further state that all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

.....  
FOR USE BY THE CODE ENFORCEMENT OFFICER ONLY.

( ) Approved

( ) Denied--Not in conformance with the following provision(s) of the Town of Plattsburgh Zoning Ordinance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_