

**TOWN OF COXSACKIE
SIGN PERMIT APPLICATION**

Application # _____ Date Filed _____
Fee Paid (\$25 per sign) Received by _____

Before completing this form, applicant should review the Town of Coxsackie sign ordinance which can be found on the Town's website at www.Coxsackie.org. Completed forms together with the application fee of \$25 per sign can be submitted or mailed to the Town Clerk's Office at 56 Bailey Street, Coxsackie, NY 12051. Sign application will be reviewed by the Town of Coxsackie Planning Board at their monthly meeting held on the first Thursday of each month. Further questions can be directed to Bruce Haeussler, Planning Board Chair at brucebuilder@gmail.com.

Applicant _____ Telephone# _____

Address _____

E-mail address _____

Property Owner _____ Telephone# _____
(if other than applicant)

Address _____

Location/address for proposed sign _____

Type and location of sign (check where applicable)

New _____ Permanent _____ Wall _____ Double faced _____ Portable _____

Freestanding monument _____ Portable _____ Temporary _____ Exempt _____

Other _____

Required Information

1. Elevation and plan drawings to scale with the location of proposed sign and setback
2. Method of illumination, if any, and copy of electrical permit
3. Graphic design including symbols, letters, materials, and colors
4. Visual message, text, copy, or content of sign
5. Location of other signs on the lot or adjoining lots
6. Size of the parcel including road frontage
7. Written consent of the owner for the Town of Coxsackie, by way of its agents, to enter the property to enforce local law
8. Attach a plot plan or accurate site map showing all existing structures, freestanding signs, other landmarks; and the setbacks and distances between them
9. Include photographs for existing signs
10. If applicant is other than owner of property on which the proposed sign is to be erected, written consent of the property owner or copy of agreement between owner and sign contractor shall accompany this application.

Disposition:
Permit Issued _____

Permit Denied _____

Date _____