

**TOWN OF COXSACKIE  
SIGN PERMIT APPLICATION**

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](http://www.Coxsackie.org). Completed forms together with the application fee (found on the back of this form) 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 [planningboard@statetel.com](mailto:planningboard@statetel.com)

Applicant \_\_\_\_\_ Telephone# \_\_\_\_\_

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.

(over)

Disposition:  
Permit Issued \_\_\_\_\_  
(Bruce Haeussler, Chairman)

Permit Denied \_\_\_\_\_  
(Bruce Haeussler, Chairman)

Date \_\_\_\_\_

FOR OFFICE USE:

Amount paid: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ cash      \_\_\_\_\_ check # \_\_\_\_\_

Permit # \_\_\_\_\_

Date issued \_\_\_\_\_

Sign permit fees

Small (up to 4 sq. feet) .....\$ 50.00  
Medium (5-32 sq. feet) .....\$ 75.00  
Large (over 32 sq. feet) .....\$100.00  
Monument signs.....\$200.00