



Application # _____

TOWN OF WEBSTER

SIGN PERMIT APPLICATION

PLANNING BOARD APPEARANCE



Office (858) 872-7028 • Fax (585) 872-1352 • planning-zoning@ci.webster.ny.us

Applicant/Contact Person:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Contractor (if different than applicant):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Project / Sign Name _____

Project Address: _____

Type: _____ Quantity: _____

Attached # : _____
Free standing # : _____

Single Sided

Double Sided

Internally Lit

Externally Lit

No Lighting

SIGNAGE INFORMATION

Dimensions:

Building Façade Height: _____

Building Façade Width: _____

Bldg. Façade Area (sq. ft.): _____

Sign Height: _____

Sign Width: _____

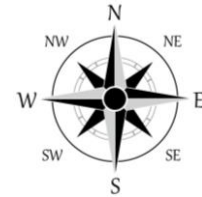
Total Sign Area (sq. ft.) : _____

Height from grade: _____

Temporary Sign

Permanent Sign

Direction(s) the sign will face (circle all that apply)



Description (sign type, colors, materials, illumination type/source, etc.) :

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of approval.

(Signature of Property Owner or Agent for Property Owner)

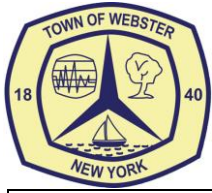
Date

Office Use Only:

SBL #: _____ Zoning District: _____ Fee: _____ Paid by: Cash Check

Permit is hereby granted under the following condition(s): _____

Approved by: _____ Application approved/modified by PB/ZBA on _____



2020 Webster Board Application Schedule

Planning Board		Zoning Board	
<u>Filing Deadline:</u>	<u>Meeting Date:</u>	<u>Filing Deadline:</u>	<u>Meeting Date:</u>
December 10, 2019	January 7, 2020	December 17, 2019	January 14, 2020
December 24, 2019	January 21st	January 7, 2020	January 28th
January 14th	February 4th	January 21st	February 11th
January 28th	February 18th	February 4th	February 25th
February 11th	March 3rd	February 18th	March 10th
February 25th	March 17th	March 3rd	March 24th
March 17th	April 7th	March 10th	April 14th
March 31st	April 21st	April 7th	April 28th
April 14th	May 5th	April 21st	May 12 th
April 28th	May 19th		<i>* No Meeting May 26th</i>
May 12th	June 2nd	May 19th	June 9th
May 26th	June 16th	June 2nd	June 23rd
	<i>*No Meeting July 7th</i>		<i>* No Meeting July 14th</i>
June 30th	July 21st	July 7th	July 28th
July 14th	August 4th	July 21st	August 11th
July 28th	August 18th	August 4th	August 25th
August 11th	September 1st	August 18th	September 8th
August 25th	September 15th	September 1st	September 22nd
September 15th	October 6th	September 22nd	October 13th
September 29th	October 20th	October 6th	October 27th
	<i>*No Meeting Nov. 3rd</i>	October 20th	November 10th
October 27th	November 17th	November 3rd	November 24th
November 10th	December 1st	November 17th	December 8th
November 24th	December 15th		<i>* No Meeting December 22nd</i>
December 15th	January 5, 2021	December 22nd	January 12, 2021
December 29th	January 19, 2021	January 5, 2021	January 26, 2021

All Planning and Zoning Board meetings take place at the Town of Webster Board Room, 1002 Ridge Road, at 7:00 P.M.

SUBMISSIONS TO INCLUDE:

Planning Board	Zoning Board
1. Letters of Intent & Application - 19 copies 2. Fees per Schedule 3. Affidavit of Mailings with mailing list and one (1) copy of notification sample	1. Letters of Intent & Application - 10 copies 2. Instrument Survey- 10 copies 3. Fees per fee schedule 4. Affidavit of Mailings with mailing list and one (1) copy of notification sample
Sign Permits	Town Board
1. Letters of Intent & Application- 10 copies	1. Letters of Intent & Application - 10 copies

*** Applicant shall provide additional copies as requested by the Town.**

Submission Checklist:

No. of copies:



- Completed Sign Permit Application 10
- Letter of intent (project description in applicant’s own words) 10
- Instrument survey map provided (freestanding signs) 10
- Colored images of signage (max. size of 11”X17”) 10
- Non-collusion disclosure signed 1
- Overall height of sign above grade (not to exceed 6 feet): _____
- Date of Planning Board meeting (if applicable) _____
- Decision of the Board: _____
- Variance Requested: _____
- Decision of the ZBA: _____

NOTE: All meetings start at 7:00 PM at the Town of Webster Board Room located at 1002 Ridge Rd. The Town of Webster Planning Board, at its own discretion, reserves the right not to hear new applications after 10:30 PM on any regularly scheduled meeting day. The hearings will be rescheduled to the next available meeting.

The applicant hereby makes application for the aforementioned sign(s) and agrees to construct said sign in conformance with the plans submitted and approved by the Town of Webster and agrees to remove all signs granted hereunder if use of the premises discontinued for a period exceeding 30 days or if notified to remove said signs, as ordered by the town representative.

Applicants Representative: _____ **Date:** _____

Office Use Only

Fees: \$50.00 base fee per sign + \$1.00 per sq. ft. per sign (max. of \$200 per sign)

Amount due: _____

Date paid: _____

Payment Method: Cash Check

Special conditions: _____

Approved by: _____

NON-COLLUSION DISCLOSURE PURSUANT TO
SECTION 225-111
OF THE WESTER ZONING ORDINANCE

TO WHOM IT MAY CONCERN:

No officer or employee of the State of New York, County of Monroe or Town of Webster has any financial interest in the land affected by or in the partnership making application for the project known as _____

DATED: _____

BY: _____
Authorized Representative

TIPS FOR APPLICANTS

Requesting signage approval for a project before the Planning Board requires the applicant to provide as much information as possible. It is recommended that the owner/contractor bring the appropriate representatives to answer questions from the Planning Board. The following are tips to help in your presentation.

1. Dress appropriately. Applicants shall meet business or business casual attire out of respect to the Planning Board.
2. Be on time! Meetings start at 7:00 PM.
3. Speak clearly and use the microphone. Get as close as possible to the microphone so all can hear you. Be sure introduce yourself, your company, and who you are representing. Be prepared to answer any questions from the Planning Board.
4. Provide visuals. The room is large. Visuals should be clear and easy to see, especially for the Board members and the public. Colored drawings are encouraged. Provide sample of building materials with color samples.
5. Be respectful to the Planning Board, staff, and citizens in attendance.

At the completion of the presentation, the Planning Board will make their decision regarding the project. You will receive a letter in the mail outlining the Planning Board's decision and conditions of approval.

The Town Code is available on the Town of Webster web page: www.ci.webster.ny.us. Click on "Town Code".

Please contact the Department of Public Works if you have any questions regarding this process.

Geoffrey Benway, P.E.
Commissioner
585.872.7027

Joshua Artuso
Deputy Commissioner
585.872.7028