



**TOWN OF LERAY  
TOWN BOARD  
Sign Permit Application Form**

**APPROVAL REQUESTED FOR:**                      **Fee**                      **Date Submitted** \_\_\_\_\_  
Sign Permit    \$10

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK**  
**PERMIT EXPIRES IN ONE YEAR**

**APPLICATION INFORMATION**

**Applicant:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Address of proposed work: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Estimated Value of Proposed Work: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Are there existing Signs?      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
Type of existing Sign: \_\_\_\_\_

Size of existing Sign: \_\_\_\_\_

Linear Feet of Building Front: \_\_\_\_\_

Height of Sign Above Ground: \_\_\_\_\_

Total Square Footage of Proposed Sign(s): \_\_\_\_\_

Will sign overhang the public right of way?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Total cumulative area of all signs: \_\_\_\_\_

Type of Sign:    Wall Sign \_\_\_\_\_    Freestanding Sign \_\_\_\_\_    Window Sign \_\_\_\_\_    Awning Sign \_\_\_\_\_

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

If illuminated, lights shall be non-flashing and non-animated and the source of light shall no be directed into any street or highway or adjacent property. Fluttering banners, pennants and similar advertising devices such as oscillating lights or rotating devices are prohibited. Signs shall not be installed in Town or State Right of Ways.

Signature \_\_\_\_\_

Property Owner

Dated \_\_\_\_\_

***Attach elevation and plan drawings to scale. The drawings should:***

- a. Show location of sign on the building/structure/property.***
- b. Method of illumination if any.***
- c. Graphic design, including symbols, letters, materials, and colors.***

## TYPES OF SIGNS

- Awning Signs** – any visual message incorporated into an awning attached to a building.
- Copy-Change Sign** – a sign on which the visual message may be periodically changed. The term “menu board sign” shall be included under this definition.
- Directional Sign** – sign limited to providing information on the location of an activity, business or event.
- Freestanding Sign** – any sign not attached or part of any building, but separate and permanently affixed by any other means, in or upon the ground. Included are pole signs, pylon signs and masonry wall-type signs.
- Illuminated Sign** – any sign illuminated by electricity, gas or other artificial light either from the interior or exterior of the sign, and which includes reflective and phosphorescent light.
- Off-Premises Sign** – a sign unrelated to a business or a profession conducted, to a commodity or service sold or offered, upon the premises where such sign is located.
- Portable Sign** – a sign, whether on its own trailer, wheels, or otherwise, designed to be movable and not structurally attached to the ground, a building, a structure or another sign.
- Projecting Sign** – a sign which is attached to the building wall or structure and which extends horizontally more than 15 inches from the plane of such wall, or a sign which is perpendicular to the face of such wall or structure.
- Representational Sign** – a three-dimensional sign built so as to physically represent the object advertised.
- Sign** – any material, structure or device, or part thereof, composed of lettered or pictorial matter which is located out-of-doors, or on the exterior of any building, or indoors as a window sign, displaying an advertisement, announcement, notice or name, and shall include any declaration, demonstration, display, representation, illustration or insignia used to advertise or promote the interests of any person or business or cause when such is placed in view of the general public.
- Sign Directory** - a listing of two or more business enterprises, consisting of a matrix, and sign components.
- Sign Surface Area** – the entire area within a single, continuous perimeter enclosing all elements which form an integral part of the sign. The structure supporting a sign shall be excluded unless the structure is designed in a way to form an integral background for the display. On signs with more than one face, only that face or faces visible in any one direction at one time will be counted.
- Temporary Sign** – a sign related to a single activity or event having duration of no more than 30 days.

**Wall Sign** – a sign which is painted on or attached to the outside wall of a building with the face of the sign in the plane parallel to such wall, and not extending more than 15 inches from the face of such wall.

**Window Sign** – a sign visible from a sidewalk, street or other public place, painted or affixed on glass or other window material, or located inside within four feet of the window, but not including graphics in connection with customary window display of products.