



Village of Mount Morris

117 Main Street, Mount Morris, NY 14510
Building Zoning Permits/Code Enforcement
Phone (585) 658-4160 chuck.cagle@mountmorrisny.us

APPLICATION FOR SIGN PERMIT

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE CODE ENFORCEMENT OFFICER ALONG WITH A **BUILDING/ZONING PERMIT APPLICATION** AND ALL REQUIRED DOCUMENTATION LISTED.

PROPERTY INFORMATION:

Tax Map Number: _____ Zoning District: _____

Address for Proposed Sign: _____

PROPERTY ADDRESS: _____

Contractor: _____

Telephone: _____ Cell: _____ E-mail: _____

APPLICANT NAME: _____

Address: _____

Telephone: _____ Cell: _____ E-mail: _____

SIGN ERECTOR: _____

Address: _____

Telephone: _____ Cell: _____ E-mail: _____

PROPOSED SIGN INFORMATION:

Sign Wording: _____

Sign Classification: _____

Business / Directional / Directory / Gas Price / Institutional / Industrial / Home Occupation / Place / Office / Marquee / Corporate Awning

Sign Type: _____

Ground Sign / Facial Sign / Over Sidewalk Hanging Sign / Canvas Sign / Retail Fuel Canopy Sign

PROPOSED SIGN SPECIFICATIONS:

Sign Dimensions: _____ ft. (height) x _____ ft. (length) = _____ sq. ft. (Max permitted: _____ sq. ft.)

Height from grade to the top of sign: _____ ft. (Max permitted: _____ ft.)

Location of sign (Side of building if facial; Street frontage if ground): _____

Facial Signs only: (a) Width of building front: _____ ft. (b) Projection from building: _____ ft.

Ground Signs only: (a) Length of property street frontage: _____ ft.

Ground Signs require by law, the applicant or contractor to contact Dig Safely New York 800-962-7962 prior to starting any digging. Allow two full working days for response.

(b) Sign setback from street property line: _____ ft.

(c) Sign thickness: _____ in.

Is the sign Illuminated? ☐ Yes ☐ No;

If yes, is sign: ☐ Internally-Lit ☐ Externally-Lit ☐ EMC* (Electronic Message Center)

Illumination may occur only between sundown and 10 pm or close of business, and shall be of an even intensity and use below 15 watts per sq. ft. Electrical Inspection and Electrical Certificate required after installation.

***EMC SIGN REQUIREMENTS (for the lifetime of the sign):**

- Message hold time shall be a minimum of 45 seconds.
- Messages shall be static, with no dynamic or “animated” features, aside from their transition.
- Transitions between messages shall last less than 1 second, and shall be “dissolve” type or instantaneous “slideshow” type transitions.
- The night time brightness shall be less than .3 foot-candles above ambient brightness levels at a distance of 60 feet away, ensured through the provision of auto-dimming photocell technology in the construction of the sign.

PERMIT REQUIREMENTS — DUE WITH APPLICATION SUBMISSION:

1. Certificate of Occupancy.
2. Two (2) 8.5” x 11” color copies of the proposed sign and storefront elevations, if applicable, including dimensions, area, overall height, width of building and setbacks.
3. Site plan/Survey indicating the location of the proposed sign, setbacks, and any existing signs that will remain.
4. Covenants/Conditions on the property, if applicable (Change of Zone, Planning Board, Zoning Board); List all Application Numbers: _____
5. Electronic Message Center (EMC) affidavit, if applicable.

Installation cannot occur until the Sign Permit is issued. After installation, a final inspection is required and electrical certificate submitted, if applicable, before the sign may be added to the certificate of occupancy.

Please be advised that by submitting the within application to the Village of Mount Morris for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your certificate of occupancy/compliance. No further notice of any resultant modification or addition shall be required.

Signature: _____

Date: _____



IMPORTANT NOTICE, IT'S THE LAW!

PROTECTION OF UNDERGROUND FACILITIES 16 NYCRR Part 753

Timing of notice for excavation or demolition, (a)(1) Before commencing or engaging in any non-emergency excavation or demolition, each excavator shall provide notice of the location and date of the planned excavation or demolition to the one-call notification system serving the vicinity in which the excavation or demolition is to take place. (A)(2) Such notice shall be served at least two but not more than ten working days, not including the date of the call, before the commencement date of the excavation or demolition.

**Call Dig Safely New York at
1-800-962-7962**

If Someone is Planning To Dig On Your Property, Or You Are Doing The Excavation . . . Please Do Your Part!

Look For:


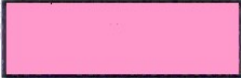






- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings and Covers

When you call, please have the following information available:

- Municipality – county, city or township
- Location – street address
- Nearest intersection of streets and roads
- Extent of work ■ Type of work
- Start date and time excavation is scheduled to begin
- Caller's name
- Excavator/contact person and phone number

Even When All Precaution Are Taken, Accidents Can Still Happen. If An Underground Facility Is Hit Or Even Scratched, Please Notify The Facility Operator.

APWA UNIFORM COLOR CODE FOR MARKING UNDERGROUND UTILITY LINES

	PROPOSED EXCAVATION
	TEMPORARY SURVEY MARKINGS
	ELECTRIC POWER LINES, CABLES, CONDUIT AND LIGHTING CABLES
	GAS, OIL, STEAM, PETROLEUM OR GASEOUS MATERIALS
	COMMUNICATION, ALARM OR SIGNAL LINES, CABLES OR CONDUIT
	POTABLE WATER
	RECLAIMED WATER, IRRIGATION AND SLURRY LINES
	SEWERS AND DRAIN LINES

A Valid Certificate of Insurance must be submitted with this permit (or prior to the commencement of the work) listing the Village of Mount Morris as additionally insured and must remain valid until the job has been successfully completed and meets with the regulations and standards as set forth by the Village of Mount Morris.