

# VILLAGE OF MORRISVILLE

P.O. BOX 955 ~ 23 CEDAR STREET

MORRISVILLE, NEW YORK 13408

TELEPHONE: (315) 684-7007

FAX: (315) 684-9268

## APPLICATION FOR SIGN PERMIT

### FILING INSTRUCTIONS

Pursuant to §151-3 of the Code of the Village of Morrisville, no person shall erect, alter or relocate any permanent sign without first obtaining a permit from the Code Enforcement Officer.

Upon the filing of a completed application for a sign permit and the payment of the required fee, the Code Enforcement Officer shall examine the plans, specifications and other data submitted and the premises on which the sign is to be erected or now exists. If it shall appear that the sign is in compliance with all the requirements of this chapter, he/she shall then, within seven days, forward the application to the Planning Board for review at its next scheduled meeting. The Planning Board shall examine the application, determine whether the requirements of §151-6 have been met and then either approve the application, deny the application or approve the application upon the imposition of appropriate conditions. Upon approval of the application, and/or the applicant's compliance with any conditions imposed upon such approval, the Code Enforcement Officer shall issue the sign permit. The issuance of a permit shall not excuse the applicant from conforming to the other laws and ordinances of the Village of Morrisville. If the erection of the sign authorized under any such permit has not been completed within six months from the date of issuance, the permit shall become null and void but may be renewed within 30 days prior to the expiration, for good cause shown, for an additional six months upon payment of one half the original fee.

Incomplete applications will not be reviewed and must be resubmitted. It is the responsibility of the applicant to review the requirements of §151 of the Code of the Village of Morrisville and ensure compliance with all regulations. Please contact the Code Enforcement Officer with any questions prior to filing your application for review.

Before the application can be considered complete and ready for submission to the Code Enforcement Office and Village Planning Board, the applicant must file the following with the Village Clerk:

1. Original and 6 copies of the application completely filled out and signed.
2. Original and 6 copies of elevation and plan drawings to scale. In addition, a full description of the placement and appearance of the proposed sign shall be included and shall cover the following:
  - a. Location on the premises; specifically, its location in relation to adjacent buildings, structures and property lines.
  - b. The method of illumination, if any, and the position of lighting or other extraneous devices and a copy of the electrical permit and/or the lighting manufacturer's requirements related to the electrical connections.
  - c. Graphic design, including symbols, letters, materials and colors.
  - d. The visual message, text, copy or content of the sign.
3. Written consent or a copy of the contract made with the owner of the property upon which the sign is to be erected, if the applicant is not the owner.
4. 3 copies of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached).
5. A check for the required application fee of \$50.00 payable to the 'Village of Morrisville'.

**PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING**

**VILLAGE OF MORRISVILLE**  
**APPLICATION FOR SIGN PERMIT**

Village Use Only

(Date Application Filed \_\_\_\_\_  
 ( \_\_\_\_\_  
 (Date of Hearing \_\_\_\_\_  
 ( \_\_\_\_\_  
 (Date of Final Action \_\_\_\_\_  
 ( \_\_\_\_\_  
 (Action \_\_\_\_\_

Application Date: \_\_\_\_\_

Address of Proposed Installation: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Applicant Information  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Property Owner Information (if different than Applicant)\*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 \* Written consent is required if the applicant is not the owner.

Sign Type <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Reason for Application: <input type="checkbox"/> Erect New Sign <input type="checkbox"/> Replace Existing Sign <input type="checkbox"/> Move Existing Sign <input type="checkbox"/> Modify Existing Sign	Submitted with an application for: <input type="checkbox"/> Site Plan <input type="checkbox"/> Amended Site Plan <input type="checkbox"/> N/A
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Sign Size: Length \_\_\_\_\_ x Width \_\_\_\_\_ = Total Sq. ft. \_\_\_\_\_

If sign is to be illuminated, please indicate: \_\_Internal \_\_External \_\_Incandescent \_\_ Neon \_\_Other\_\_\_\_\_

Do signs currently exist on this property? \_\_ Yes \_\_ No      If yes, list all existing signage: \_\_\_\_\_  
 \_\_\_\_\_

Text on Sign: \_\_\_\_\_

Sign Material and Color: \_\_\_\_\_

To the best of my knowledge, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or noted, and that such work is authorized by the owner.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned owner(s) of the above described property hereby acknowledges and consents to the submission of this application.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**VILLAGE OF MORRISVILLE**

**DISCLOSURE STATEMENT**

This affidavit is a part of and must be completed and attached to every application, petition, or request submitted for subdivision approval (approval of a plat), site plan approval, special use permit, zone change or other zoning approval under the Code of the Village of Morrisville.

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_) SS

1. \_\_\_\_\_ being duly sworn, deposes and says that he/she is:  
\_\_\_\_\_  
(applicant, petitioner, corporation officer, property owner, etc.)

2. That deponent has read and is familiar with the provisions of the General Municipal Law Section 809 which states:

I. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

II. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- (a) is the applicant, or
- (b) is an officer, director, partner or employee of the applicant, or
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- (d) is a party to an agreement with such an applicant express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

III. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

IV. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

3. That no Village of Morrisville Officer, employee or a relative of either, as defined in Section 809 of the General Municipal Law has any interest in this application or request.

-OR-

4. If a Village of Morrisville Officer, employee or a relative of either as defined in Section 809 of the General Municipal Law has any interest in this application or request give the full particulars in the following paragraph.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Applicant, etc. - signature)

(Individual Applicant's Acknowledgment)

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_) SS

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the Applicant in this (Application or Request): that he/she has read the foregoing affidavit and knows the contents thereof; that the same is true to the knowledge of deponent, except as to matters therein stated to be alleged in information and belief, and that as to those matters he believes it to be true.

\_\_\_\_\_  
(Applicant, etc. - signature)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Corporate Applicant's Acknowledgment)

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_) SS

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the Applicant in this (Application or Request): that he/she has read the foregoing affidavit and knows the contents thereof; that the same is true to the knowledge of deponent, except as to matters therein stated to be alleged in information and belief, and that as to those matters he believes it to be true.

\_\_\_\_\_  
(Applicant, etc. - signature)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public