

**TOWN OF KINGSBURY – OFFICE OF CODE ENFORCEMENT  
6 MICHIGAN STREET, HUDSON FALLS NEW YORK 12839  
PHONE: 747-2188 EXT. 3008**

**APPLICATION FOR SIGN PERMIT  
FOR THE TOWN OF KINGSBURY**

Permit Requirements:

All new signs, replacements of signs unless otherwise exempt, require the issuance of a permit prior to placement or construction. Application for a sign permit shall be made upon a form prescribed by the Code Enforcement Officer and shall, at a minimum, contain the following information:

1. The name, address and telephone number of the applicant.
2. The location of the building, structure or land upon which the sign is to be erected.
3. A detailed drawing or blueprint depicting the sign, including all lettering and/or pictorial matter, and detailing the proposed location of the sign on any building or land area.
4. If the applicant is not the owner of the building, structure or land to which or on which the sign is to be erected, written consent of such owner.

Payment of the appropriate fee as set forth in Chapter 130 of the Town Code \$50.00

**APPLICANT INFORMATION**

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

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TAX ID: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGN DIMENSIONS: \_\_\_\_\_

HEIGHT FROM GRADE: \_\_\_\_\_

MATERIALS: \_\_\_\_\_ ILLUMINATED: \_\_\_\_\_

SETBACK FROM ROAD: \_\_\_\_\_

**ATTACH DRAWING**

IN CONSIDERATION OF THE GRANTING OF THE PERMIT REQUESTED, THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE PROVISIONS OF THE CODE OF THE TOWN OF KINGSBURY AND THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODES.

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

APPROVED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

PLAN REVIEWED BY: \_\_\_\_\_ CERTIFICATE ISSUED: \_\_\_\_\_

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**Chapter 280. ZONING**

**Article V. General Regulations**

[Amended 5-12-1986 by L.L. No. 1-1986; 4-13-1987]

Signs. Signs may be erected and maintained only when in compliance with the provisions of this article and any and all other ordinances and regulations relating to the erection, alteration or maintenance of signs and similar devices. Use permits shall be obtained from the Code Enforcement Officer except where the sign is part of an original site plan review that is subject to approval by the Planning Board. In that instance, the permit shall be obtained from the Planning Board as part of the site plan review.[Amended 12-28-1987 by L.L. No. 5-1987; 9-10-1990 by L.L. No. 4-1990]

1. All signs must be constructed of durable materials and shall be maintained in good condition and repair at all times.
2. In any district, a sign not exceeding two square feet in surface area is permitted which announces the name, address or professional or home occupation of the occupant of the premises on which said sign is located.
3. A bulletin board not exceeding 24 square feet is permitted in connection with any church, school or similar public structure. Said bulletin board shall use exterior lighting only.
4. A temporary real estate or construction sign, not exceeding 24 square feet, is permitted on the property being sold, leased or developed. Such sign shall be removed promptly when it has fulfilled its function.
5. A business sign shall be permitted in connection with any legal business or industry located on the same premises and meeting the following requirements:
  - a) Three signs are permitted with any legally established business, including those that are standing or attached to the building. ***Editor's Note: Former Subsection D(5)(b), regarding the text on business signs, which immediately followed this subsection, was repealed 3-13-2000 by L.L. No. 4-2000.***
  - b) Signs on a building shall not extend above the roof or parapet of the building. The height of a freestanding sign shall not exceed 35 feet.[Amended 10-13-1992 by L.L. No. 4-1992; 3-21-2005 by L.L. No. 1-2005]
  - c) Illuminated signs shall be shielded in such a way as to produce no glare, undue distraction, confusion or hazard to the surrounding area or to vehicular traffic. Illumination shall be properly focused upon or from within the sign itself.
  - d) Signs which are animated, flashing or with intermittent illumination are prohibited.
  - e) Signs shall not project over public right-of-way or property lines.
  - f) Maximum square footage of any sign shall be 120 square feet or a total of 300 square feet for the three signs.[Amended 10-13-1992 by L.L. No. 4-1992; 3-21-2005 by L.L. No. 1-2005]

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- g) No portable signs, signs on rocks, trees and other parts of the natural landscape, or signs attached to the rooftop of vehicles parked on a public street shall be allowed.
  
  - h) No projecting sign shall be erected or maintained from the front or face of a building a distance of more than 12 inches. ***Editor's Note: Former Subsection D(5)(j), added 10-13-1992 by L.L. No. 4-1992, regarding height of signs in a PC-1A District, which immediately followed this subsection, was repealed 3-21-2005 by L.L. No. 1-2005.***
6. Signs and billboards in a commercial zone having a depth less than 400 feet, which contain more than two square feet of surface area, shall be set back a minimum of 10 feet from the right-of-way. Signs and billboards in a commercial zone having a depth of 400 feet or more, which contain more than two square feet of surface area, shall be set back a minimum of 25 feet from the right-of-way. All other signs shall be set back from the right-of-way a minimum of five feet.