



CITY OF UTICA

DEPARTMENT OF CODES ENFORCEMENT

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SIGN PERMIT APPLICATION

The applicant shall complete and submit one form for each different sign to be installed at the proposed location. The same form may be used for identical signs. For all signs to be installed within the **Scenic and Historic Preservation Area** or a **Planned Development District**, applications shall be submitted in duplicate. On the reverse side of this form include a sketch of the sign, indicating the size, text of the sign, style of letters, color, etc. The applicant is responsible for submitting details of all existing signs at the proposed location.

Date Submitted: _____

Building Address: _____

Name of Customer: _____

Name of Sign Company: _____

DESCRIPTION OF SIGN

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> New Sign | <input type="checkbox"/> Business Sign | <input type="checkbox"/> Facial Sign | <input type="checkbox"/> Non-Illuminated |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Advertising Sign | <input type="checkbox"/> Projecting | <input type="checkbox"/> Flashing |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Free Standing | <input type="checkbox"/> LED |
| <input type="checkbox"/> Single Face | <input type="checkbox"/> Double Face | <input type="checkbox"/> Illuminated | <input type="checkbox"/> Other _____ |

Dimensions of Sign: _____

Gross Area: _____

UL Lable No. _____

No. of Signs this Application: _____

Where will the sign be located on the property? _____

THIS SECTION TO BE COMPLETED BY DEPARTMENT OF CODES ENFORCEMENT

Date Received: _____

Owner's Name: _____ Address: _____

C.T.M. Book _____ Map _____ Block _____ Lot _____ Width _____ Depth _____

Zoning District: _____ Scenic & Historic District Yes No Planned Development District Yes No

Sign Control Corridor _____ Sign Area Permitted: By Zoning Ordinance: _____

Remarks: _____

Date Permit Issued: _____

Approved by Planning Board: _____

Permit Number: _____

Date: _____

Total Cost (including \$10 application fee : _____

Approved by: _____

Sec. 2-29-340 **Permitted signs—size and bulk.**

Zoning District	Freestanding Sign		Facial Sign		Canopy Sign		Total Maximum Signage Per Lot (X lot frontage)
	Maximum Height (feet)	Maximum Area (feet)	Maximum Height (feet)	Maximum Area (feet)	Maximum Height (feet)	Maximum Area (feet)	
C-N	15	60	15	40	12	15	2
C-C	25	90	20	60	12	25	4
C-CBD	20	60	20	50	12	40	6
C-H	25	120	25	90	15	80	6
O-A	12	25	15	30	N/A	N/A	2
O-P/R	(c)	(c)	(c)	(c)	N/A	N/A	(c)
I-1	25	120	25	90	15	80	8
I-2	25	120	25	90	15	80	10
L-C	25	120	25	90	15	80	8
Auto Overlay	4	25 (per side)	—	1/2 square foot/ 1 foot frontage	N/A	N/A	50 square feet

- (a) The maximum area of freestanding signs includes both sides of a two-sided sign.
- (b) The area of a sign composed of characters or words attached directly to a building or wall surface shall be the smallest rectangle which encloses the group.
- (c) Freestanding and facial signs in the O-P/R District shall be subject to approval of a certificate of appropriateness from the Scenic and Historic Preservation Commission prior to submission of a sign permit application.

*In order to erect a sign larger than is permitted, one must first apply to the Zoning Board of Appeals for an Area Variance.

Sec. 2-29-362 **Fees.**

Sign Area (Square Feet)	Non-illuminated	Illuminated (external)	Illuminated (internal)
0 to 25	\$5	\$15	\$20
26 to 50	\$15	\$25	\$35
51 to 75	\$25	\$40	\$55
76 to 100	\$35	\$60	\$80
100+	\$45	\$85	\$110

- (a) Double-faced signs shall be considered two separate signs at the same location for the purpose of assessing permit fees.
- (b) Fees for each sign shall be doubled for sign permits issued after installation of such sign.