

**TOWN OF UTICA  
SIGN PERMIT APPLICATION**

Filing Fee: \_\_\_\_\_  
(Made payable to "Town of Utica")

Date Received: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address, if different than above: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone if different: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Address, if different than above: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone if different: \_\_\_\_\_

1. Name & Address of professional in charge of proposed development (architect, engineer, contractor, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Tax Parcel Number: \_\_\_\_\_

4. State the type of sign (for advertising, to identify farm, etc): \_\_\_\_\_

5. State the language to be used on the proposed sign. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. State the dimensions of the proposed sign, as well as the colors to be used on the sign.

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7. Please attach a scaled drawing of the property indicating where the proposed sign will be located in relation to roadway or structures currently on the property, the dimensions of the sign and the angle in which the sign will be facing.

8. List all property owners within 300 feet of the property where the proposed sign will be located.

1.

6.

2.

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Article II, Section 17 states the Town of Utica Zoning Ordinance entitled Sign Regulations lists which signs require a permit, which signs do not, and which signs are permitted in certain zoning districts. This section should be reviewed prior to completion of this application in order to determine whether a permit is required.

Twelve (12) copies of the application and all attachments shall be submitted to the Town Clerk, Town Zoning Administrator or other designated representative no later than twenty-one (21) days prior to the meeting.

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Signature of Owner

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Date

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Signature of Owner

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Date

**TOWN OF UTICA  
SIGN PERMIT CHECKLIST**

The following items must be completed prior to the public hearing and consideration by the Town of Utica of a request for a special use permit.

Comments:

<hr/> 1. Name & address of applicant	<hr/>
<hr/> 2. Name & address of business or property owner	<hr/>
<hr/> 3. Name and address of business entity that will be advertised on the proposed sign	<hr/>
<hr/> 4. Legal description of property where the proposed sign will be located	<hr/>
<hr/> 5. Current zoning and land use for the property on which the proposed sign will be located	<hr/>
<hr/> 6. Statement describing, in detail, the purpose of the proposed sign (advertising, identification, parking, bulletin board for charitable events, etc)	<hr/>
<hr/> 7. State whether the sign will be permanent or temporary. If temporary, state the time frame in which the proposed sign will be erected	<hr/>
<hr/> 8. A scaled drawing of the property which shows the following:	
<hr/> a. All structures, both existing and proposed, proposed, and all other features including septic tanks, storage buildings, parking lots, etc	<hr/>
<hr/> b. All entrances and exits to the property, including walkways	<hr/>
<hr/> c. North arrow, map scale and date	<hr/>
<hr/> d. Property boundaries, both existing and proposed	<hr/>
<hr/> e. Names of individuals owning parcels contiguous with the subject parcel	<hr/>
<hr/> f. Tax parcel identification number	<hr/>
<hr/> g. Setback lines for buildings and parking	<hr/>
<hr/> h. Existing and proposed roadways and easements that share boundaries with the property on which the proposed sign will be located	<hr/>

- \_\_\_\_\_ 9. A scaled drawing of the proposed sign which shows the following:
  - \_\_\_\_\_ a. Dimensions in inches
  - \_\_\_\_\_ b. Proposed location of sign in relation to surrounding structures
  - \_\_\_\_\_ c. Language/wording to be included on the sign
  - \_\_\_\_\_ d. Color, size, font and location of language
  - \_\_\_\_\_ e. Graphics, if any, to be included on the sign
  - \_\_\_\_\_ f. Color, size, font and location of graphics
  - \_\_\_\_\_ g. Description and dimensions of any support work used to hold the sign in place
  - \_\_\_\_\_ h. Distance from ground to the bottom of sign (in feet)

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\_\_\_\_\_ 10. A detailed description and scaled drawing of the proposed sign, if any

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\_\_\_\_\_ 11. A list of all property owners within 300 feet of the property on which the proposed sign will be located must be included with the application

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\_\_\_\_\_ 12. The application must be signed with the site plan, signage plan and light plan attached

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\_\_\_\_\_ 13. Twelve (12) copies of the application and all attachments shall be submitted to the Town Clerk, Town Zoning Administrator or other designated representative no later than twenty-one (21) days prior to the meeting

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