



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2601
Fax: 371-0304
Planning Department

Sign Application

Application Fee:
1st sign: \$100
Each additional sign: \$50

Project #: _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ **DOB:** _____

Address: _____

Telephone #: _____ **Fax #:** _____ **Email:** _____

Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original, notarized "Owner Authorization" form - attached):

Name: _____ **DOB:** _____

If a corporation, please name a responsible party/designated officer: _____

Address: _____

Telephone #: _____ **Fax #:** _____ **Email:** _____

Name of Sign Company & Contact Name: _____

Telephone #: _____ **Fax #:** _____ **Email:** _____

II. SIGN INFORMATION: Number of: Proposed New Signs: _____ Existing Signs: _____ Total # if approved: _____

New Sign(s) will be (check all that apply): Replacement of existing sign/panel New Sign
 Wall-Mounted Sign Free-standing/Monument

NEW Wall-Mounted (One-Sided):

Sign #1

Dimension: _____ X _____ = _____ SF
(H) (W) (Total)

Illumination: Internal Flood Other _____

Sign #2

Dimension: _____ X _____ = _____ SF
(H) (W) (Total)

Illumination: Internal Flood Other _____

Sign #3

Dimension: _____ X _____ = _____ SF
(H) (W) (Total)

Illumination: Internal Flood Other _____

Sign #4

Dimension: _____ X _____ = _____ SF
(H) (W) (Total)

Illumination: Internal Flood Other _____

NEW Monument or Free-standing:

Dimension (per side): _____ X _____ = _____ SF **# of sides:** 1 2
(H) (W) (Total)

Height (Total): _____ (feet/inches) **Illumination:** Internal Flood Other _____

EXISTING Signs to Remain (if applicable)?: Yes No

If "yes", total number of existing signs to remain: _____ Total SF of existing signs to remain: _____ SF

Dimension: _____ X _____ = _____ (SF) **Illumination:** Internal Flood Other _____

Dimension: _____ X _____ = _____ (SF) **Illumination:** Internal Flood Other _____

Dimension: _____ X _____ = _____ (SF) **Illumination:** Internal Flood Other _____

Attach additional sheets, if necessary

Applicant/Owner Signature: _____ **Date:** _____

(For Department Use Only): Planning Board Action: Approved Disapproved Reason for Disapproval: _____

Signature: _____ **Date:** _____



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OWNER AUTHORIZATION FOR SIGN APPLICATION REVIEW

The undersigned, who is the owner of the premises located at
 identified as Tax Map SBL#.....

hereby authorizesto bring a
 Sign Application before the Planning Board of the Town of Halfmoon for review and potential approval.
 The undersigned further permits the Town or its authorized representative access to the property to
 review existing site conditions during the review process.

STATE OF NEW YORK)
 COUNTY OF SARATOGA)SS.

On thisday of,Two Thousand and, before me, the subscriber,
 personally appeared to me personally known and
 known to me to be the same person described in and who executed the within Instrument, and
he.....acknowledged to me thathe.....executed the same.

 Owner

 Notary Public



Town of Halfmoon
Planning Department

SIGN APPLICATION Instructions & Checklist

(Submit with application)

This Checklist and all required items must be included for an application to be considered complete and placed on the Planning Board agenda.

The following items are enclosed (please check):

- Completed** Sign Application
- "Owner Authorization" (if necessary). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner.
- Narrative describing the project
- Application Fee with check made payable to: "Town of Halfmoon"
- 8" x 10" or 11" x 17" color rendering/image of the proposed sign(s) (10 copies)
- Plot Plan/ Site Plan showing the location of the proposed sign and property boundaries/right-of-way, at a minimum

Signs must NOT be placed in the public Right of Way and no less than 50 feet from an adjacent residential district.

Please note that L.E.D. sign luminance is subject to the discretion of the Town Planning Board; please contact the Planning Department with any questions regarding restrictions and/or limitations of L.E.D. lighting.

Two-Sided Signs: For purposes of calculating the total dimension of a sign, BOTH sides of a two-sided sign are calculated and added together.

Incomplete applications will not be accepted for review: Applications submitted by the deadline will be placed on the agenda at the discretion of the Planning Board. Once a determination has been made that an application is complete, the Planning Board will continue its review until either approval or disapproval or the applicant withdraws the application upon written notification to the Planning Department. The Planning Board normally convenes the second and fourth Monday of the month at 7 p.m.; please verify the upcoming meeting dates following submittal of your application.

Please be aware that you must contact the Building Department for permit requirements following Planning Board approval at 371-7410 ext. 2502, Monday thru Friday, 8:00am to 4:00pm.

Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2601 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit www.townofhalfmoon.org/townhall.asp for online access to the Town Code (click "E-Code for Town of Halfmoon, NY").

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Halfmoon.

Signature of Applicant: _____ Date: _____

Local Laws Relating to Zoning & Signs in the Town of Halfmoon

The following is an excerpt from the Halfmoon Town Code and does not represent a complete listing of all sign rules and requirements. Please see "Article X – Signs" of the Town Code for a complete listing of the requirements.

§ 165-50 General regulations.

[Amended 8-20-2009]

A.

Signs shall be structurally sound and be constructed of durable materials and shall be maintained in good condition, including plumb and level. Signs which are permitted to deteriorate shall be removed upon direction of the Planning, Building and Zoning Department following notification to the owner.

B.

No sign shall be located higher than the building to which it is attached.

C.

No sign shall be located on the roof of any building.

D.

No rotating, projecting or animated signs shall be permitted.

E.

No freestanding sign shall be higher than 16 feet from the ground. The Planning Board shall have the authority to further restrict the height of the sign so as to make the sign compatible with the surrounding area.

F.

No sign, other than an official traffic sign, shall be erected within the right-of-way line of any public street.

G.

No sign shall have a source of illumination directed toward a public street or adjacent property.

H.

No sign shall emit any flashing or intermittent illumination.

I.

No banner or pennant, except as part of a grand opening when affixed exclusively to the face of a building for a maximum of 30 days. No banner or pennant sign shall be permitted in conjunction with a grand opening sign pursuant to § [165-48G](#).

J.

No sign which may be confused with any traffic control device or which might interfere with the vision or discernment of any traffic sign or which might cause danger to the public.

K.

No exposed neon signs.

L.

Off-premises advertising signs shall only be permitted in the Off-Premises Sign Overlay Zone.

M.

Mobile, portable or vehicle-mounted signs are not permitted in any district, except as otherwise permitted herein.

N.

Signs in any C-I Commercial, LI-C Light Industrial/Commercial or M-I Industrial District shall be placed no less than 50 feet from any adjacent residential district.

O.

Any authorized sign may contain noncommercial copy in lieu of any other copy.

P.

All sign faces shall be two-dimensional with no raised surface exceeding one inch in residential districts or four inches in commercial districts.

Q.

Any sign not permitted is prohibited. Any sign not permitted in this article and any sign specifically designated in this section is prohibited.

R.

No sign or part thereof is permitted on a vehicle parked on a public right-of-way or public property or on private property so as to be intended to be viewed from a motorized vehicular traffic, which has for its basic purpose the providing of advertisement of products or directing people to a business or activity located on the same or nearby property or any other premises. This subsection is not intended to prohibit any form of vehicular signage, such as a sign attached to a bus or lettered on a motor vehicle or signs that are part of a vehicle such as a construction trailer, whose primary purpose is not advertising to the public right-of-way.