



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2267
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: _____ **Date of Birth:** _____

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: _____ **Date of Birth:** _____

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 - SIGN APPLICATION

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

(Must be submitted 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 & please note number of copies required):

- _____ **Completed** Sign Application **(1 copy)**
- _____ "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. **(1 copy with original signature)**
- _____ Narrative describing the project **(15 copies)**
- _____ 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) **(15 copies of each sign)**
- _____ Plot Plan/ Site Plan showing the location of the proposed sign and property boundaries/right-of-way, at a minimum **(2 copies)**

Sign Ordinance: Please see "Article X – Signs" of the Town Code for a complete listing of the requirements. Visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

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 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 building permit requirements following Planning Board approval at 371-7410 ext. 2260, Monday thru Friday, 8:00am to 4:00pm.

Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

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

Signature of Applicant: _____ Date: _____