



Building, Planning & Development

Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2266

Project #: _____

SIGN

Instructions, Checklist & Application

A Sign application is typically required for a new sign or change/replacement of an existing sign. The below checklist, and all attachments and listed documents, must be submitted for an application to be considered for placement on a Planning Board agenda. **Please initial each item submitted and sign below.**

Required Submittals for an application to be considered COMPLETE and ready for placement on an Agenda:

- _____ **Completed** Sign Application (attached) = **1 copy**
- _____ "Owner Authorization" (if necessary; attached). This form must be submitted if the Applicant is not the Owner of the building/property. **1 copy with original signature**
- _____ Ethics Disclosure Form (attached) = **1 copy**
- _____ Narrative: A summary of the request; describe dimensions, height, and lighting (if any). **(3 copies)**
- _____ 8" x 10" or 11" x 17" color rendering/image of the proposed sign(s) (15 copies of each sign)
- _____ Plan showing the location of the proposed sign and property boundaries/right-of-way **(3 copies)**
- _____ \$100 Application Fee for the 1st sign; \$50 each for each additional; made payable to: "Town of Halfmoon"

Additional Important Information:

- _____ **Illumination/LED:** LED sign illumination is subject to the discretion of the Planning Board; contact the Planning Department with any questions regarding restrictions and/or limitations of LED lighting.
- _____ **Two-Sided Signs:** The square footage of only one side of a two-sided sign is used in calculations.
- _____ **Location:** Signs must NOT be placed in the Right of Way and minimum 50 ft. from a residential district.
- _____ **Incomplete applications will not be accepted.** Complete applications will be placed on the agenda at the discretion of the Planning Board Chair. **You will be notified by email when you are on an agenda.**
- _____ **Building Permit:** Most signs require a Building Permit. If approved by the Board, you must contact this office to determine these requirements and complete a Building permit application.

I have read the above instructions and checklist and fully understand the requirements of the Town of Halfmoon. I also understand that if approved by the Planning Board, a separate Building Permit will likely be required.

Applicant (Please Print): _____

Applicant Signature: _____ Date: _____



Sign Application

Project #: _____

I. PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Applicant Name: _____ Date of Birth or Employer ID# (EIN): _____

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 or Employer ID# (EIN): _____

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, Free-standing, Pylon signs:

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

Applicant/Owner Signature: _____ Date: _____

(For Department Use Only):

Planning Board Action: Approved Disapproved Date of Approval/Disapproval: _____

Chair Signature: _____ Date: _____



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2267
Fax: 371-0304
Planning Department

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

Applicant Ethics Disclosure Form

(General Municipal Law Section 809)

Any person who submits an application, petition, bid or request to the Town of Halfmoon must fill out this form and submit to the Town with the application being filed. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: _____

Address: _____

Name of Application, Petition, or Bid: _____

1. Is there any Town officer or employee who both:
 - a. Is required, individually or in a group, to take any kind of action (other than a ministerial act*) on your application: and
 - b. Has an interest** in your application? If so, list the Town employee's or officer's name(s):

2. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee you named "has an interest":

Signed: _____

Dated: _____

* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgement or discretion as to the propriety of the action.

** "Has an Interest" means that the Town employee or officer or his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable the favorable approval of such application, petition, bid or request.