



**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). **(15 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 **(15 copies)**
- \_\_\_\_\_ \$100 Application Fee for the 1<sup>st</sup> 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: \_\_\_\_\_



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2 Halfmoon Town Plaza  
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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 authorizes .....to 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 this .....day 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 that .....he.....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.