

VILLAGE OF MANLIUS  
APPLICATION TO PLANNING BOARD FOR A SIGN PERMIT

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Sign will be (please check one)  attached to building  freestanding

awning  permanent window sign  projecting  portable

Width of building façade \_\_\_\_\_ feet

Dimensions of sign face: height \_\_\_\_\_ X width \_\_\_\_\_ = sq. ft. \_\_\_\_\_

For a freestanding sign:

Total height of sign (ground level to top of sign)	_____	,	_____	"
Distance from lower edge of sign to ground level	_____	,	_____	"
Distance from edge of sign (not pole) to the lot line	_____	,	_____	"

Height of letters \_\_\_\_\_ Height of logos, etc. \_\_\_\_\_

Sign material(s) \_\_\_\_\_

Will sign be illuminated?  Yes  No

If yes, by direct lighting on the sign  or by internal lighting

If internal, lettering only lighted  or lettering and background lighted

Wording on sign \_\_\_\_\_

Colors of lettering, background and trim (please attach color samples) \_\_\_\_\_

For attached signs, location on the building \_\_\_\_\_

Description of other signage on the building \_\_\_\_\_

\_\_\_\_\_

You **MUST** submit a drawing of the sign, to scale, showing all pertinent details. It must include all appropriate dimensions.

It will be helpful if you submit a photo of the building as it currently appears. You may draw the location of the proposed sign(s) on the photo if you wish. If you do not have a photo, please submit a drawing of the face of the building showing the location of the proposed sign(s).

If it is a computer-generated sign, the colors depicted may not be accurate. Please be sure to include color samples. You are encouraged to bring a sample of the sign material to the Planning Board meeting as well as any other materials or items that you think may be helpful to the Board.

For freestanding signs, please submit a current survey showing the location of the proposed sign(s) with dimensions to the property lines.

Please fill out the front only of the short Environmental Assessment Form.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner  
(if not the applicant)

.....  
Date of Planning Board Decision \_\_\_\_\_

Approved       Denied

Approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planning Board Chairperson