



SIGN PERMIT APPLICATION

CITY OF BATAVIA

10 West Main Street, Batavia, NY, 14020
Phone: (716) 343-8180 • Fax (716) 343-9221

Permit No.: _____

Date: _____

Zone: _____

Special Sign: _____

APPLICANT:

Name _____ E-mail Address _____

Street Address _____ Phone _____ Fax _____

City, State, Zip Code _____

OWNER:

Name _____ E-mail Address _____

Street Address _____ Phone _____ Fax _____

City, State, Zip Code _____

ADDRESS OF SIGN: _____

SIGN AREA: Length _____ Width _____ Area _____

TYPE OF SIGN:

1. All sign applications must have an illustration of the sign with its dimensions and copy.
2. Freestanding signs must have a Site Plan to show the sign's location on the property
3. All other signs must include an elevation plan to show the sign's placement on the building

- Freestanding: Set Back _____ Height _____
- Wall Wall Length _____ Wall Height _____ Area _____
- Projecting
- Marquee
- Awning/Canopy Length _____ Height _____ Area _____
- Window Window Length _____ Window Height _____ Area _____
- Portable

LIGHTING: Internal External

EXISTING SIGNS (Please list all existing signs with dimensions):

Applicant's Signature: _____ Date: _____

Issuing Officer: _____ Date: _____

Planning Board Chair person: _____ Date: _____

FEES: ___ \$25 Sign Permit ___ \$50 Special Sign Permit ___ \$10 Portable Sign