



Permit No.: \_\_\_\_\_

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

Zone: \_\_\_\_\_

### SIGN PERMIT APPLICATION City of Batavia

One Batavia City Centre, Batavia, NY 14020  
(585) 345-6345 • Fax (585) 345-1385

**APPLICANT/OWNER:**

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

**ADDRESS OF SIGN:** \_\_\_\_\_

**AREA OF SIGN:** 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 Sit 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 Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

**FEES:**      \_\_\_\_\_ \$25 Sign Permit      \_\_\_\_\_ \$50 Special Sign Permit      \_\_\_\_\_ \$10 Portable Sign