

MICHAEL P. GALIME, MAYOR  
CITY OF UTICA



DEPARTMENT OF CODE ENFORCEMENT  
1 KENNEDY PLAZA  
UTICA, NEW YORK 13502  
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### SIGN PERMIT APPLICATION

The applicant shall complete and submit one form for each different sign to be installed at the proposed location. The same form may be used for identical signs. For all signs to be installed within the **Scenic and Historic Preservation Area** or a **Planned Development District**, applications shall be submitted in duplicate. On the reverse side of this form include a sketch of the sign, indicating the size, text of the sign, style of letters, color, etc. The applicant is responsible for submitting details of all existing signs at the proposed location.

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

Building Address: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Name of Sign Company: \_\_\_\_\_

#### DESCRIPTION OF SIGN

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> New Sign       | <input type="checkbox"/> Business Sign    | <input type="checkbox"/> Facial Sign   | <input type="checkbox"/> Non-Illuminated |
| <input type="checkbox"/> Alteration     | <input type="checkbox"/> Advertising Sign | <input type="checkbox"/> Projecting    | <input type="checkbox"/> Flashing        |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Temporary Sign   | <input type="checkbox"/> Free Standing | <input type="checkbox"/> LED             |
| <input type="checkbox"/> Single Face    | <input type="checkbox"/> Double Face      | <input type="checkbox"/> Illuminated   | <input type="checkbox"/> Other _____     |

Dimensions of Sign: \_\_\_\_\_

Gross Area: \_\_\_\_\_

UL Lable No. \_\_\_\_\_

No. of Signs this Application: \_\_\_\_\_

Where will the sign be located on the property? \_\_\_\_\_

#### THIS SECTION TO BE COMPLETED BY DEPARTMENT OF CODES ENFORCEMENT

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

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_

C.T.M. Book \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Zoning District: \_\_\_\_\_ Scenic & Historic District  Yes  No Planned Development District  Yes  No

Sign Control Corridor \_\_\_\_\_ Sign Area Permitted: By Zoning Ordinance: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Approved by Planning Board: \_\_\_\_\_

Permit Number: \_\_\_\_\_

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

Total Cost (including \$10 application fee : \_\_\_\_\_

Approved by: \_\_\_\_\_

Sec. 2-29-340 **Permitted signs—size and bulk.**

Zoning District	Freestanding Sign		Facial Sign		Canopy Sign		Total Maximum Signage Per Lot (X lot frontage)
	Maximum Height (feet)	Maximum Area (feet)	Maximum Height (feet)	Maximum Area (feet)	Maximum Height (feet)	Maximum Area (feet)	
<b>C-N</b>	15	60	15	40	12	15	2
<b>C-C</b>	25	90	20	60	12	25	4
<b>C-CBD</b>	20	60	20	50	12	40	6
<b>C-H</b>	25	120	25	90	15	80	6
<b>O-A</b>	12	25	15	30	N/A	N/A	2
<b>O-P/R</b>	(c)	(c)	(c)	(c)	N/A	N/A	(c)
<b>I-1</b>	25	120	25	90	15	80	8
<b>I-2</b>	25	120	25	90	15	80	10
<b>L-C</b>	25	120	25	90	15	80	8
<b>Auto Overlay</b>	4	25 (per side)	—	1/2 square foot/ 1 foot frontage	N/A	N/A	50 square feet

- (a) The maximum area of freestanding signs includes both sides of a two-sided sign.
- (b) The area of a sign composed of characters or words attached directly to a building or wall surface shall be the smallest rectangle which encloses the group.
- (c) Freestanding and facial signs in the O-P/R District shall be subject to approval of a certificate of appropriateness from the Scenic and Historic Preservation Commission prior to submission of a sign permit application.

\*In order to erect a sign larger than is permitted, one must first apply to the Zoning Board of Appeals for an Area Variance.

Sec. 2-29-362 **Fees.**

Sign Area (Square Feet)	Non-illuminated	Illuminated (external)	Illuminated (internal)
<b>0 to 25</b>	\$5	\$15	\$20
<b>26 to 50</b>	\$15	\$25	\$35
<b>51 to 75</b>	\$25	\$40	\$55
<b>76 to 100</b>	\$35	\$60	\$80
<b>100+</b>	\$45	\$85	\$110

- (a) Double-faced signs shall be considered two separate signs at the same location for the purpose of assessing permit fees.
- (b) Fees for each sign shall be doubled for sign permits issued after installation of such sign.