

Village of Owego DPW

20 Elm Street

Owego NY 13827

Phone 607-687-1221

Fax 607-687-1062

INSTRUCTIONS FOR APPLICATION FOR SIGN PERMIT

This application for a Sign Permit is made pursuant to the provisions of Chapter 195, Article VIII, Section 114
(Zoning Law of the Village of Owego)

1. Please prepare this application by printing in ink or by computer and return to the Code Enforcement Officer. Items #2, #3, #4, #5 must be included with the application.
2. A detailed drawing of the sign shall accompany the application. Drawing(s) shall show:
 - a. outer dimensions of the sign
 - b. all lettering on the sign's face
 - c. size of lettering
 - d. any lighting proposed
 - e. if applicable, any special requirements of the Historical Preservation Commission
3. An up to date property survey map showing the building where the sign will be displayed, the location of the sign on the building -or- location of the sign on the property
4. FEES: All applications must be accompanied by a **non-refundable fee set according to Village of Owego Code Chapter A199, Fees.**
5. The statement of the Owner, signed and dated below:

<p>I DECLARE that I am the owner of the building/property upon which the sign shall be erected/installed/displayed, and hereby consent to the erection/installation/display of said sign.</p>	
<p>Dated _____</p>	<p>_____</p>
	Signature
	<p>_____</p>
	Printed or Typed Name of Owner

Office Use:

Date Received _____

Review Completed _____

Tax Map Number _____

Fee Collected & Date _____

APPROVED

DENIED

PERMIT NUMBER _____

Reason for Denial _____

OHPC Approval Date _____ ZBA Approval Date _____

OHPC Certificate Approval Number _____

Code Enforcement Officer Signature

APPLICATION FOR SIGN PERMIT

Name of Applicant _____ Phone No. _____

Address of Applicant _____

Address of Sign's Location _____

Name of Property Owner (if not the applicant) _____

Phone No. _____

Address of Property Owner _____

Tax Map Number (sign location) _____

Located in Historic District Yes No

SIGN DETAILS AND DESCRIPTION

Location on Building/Property _____

Size _____ Materials _____

TEXT OF SIGN

Date

Signature of Applicant