

**Village of Northport
Board of Architectural & Historic Review
Permit Application**

Date Received
Date Revised
Application/File No.

1a Application Type <input type="checkbox"/> Residential Alteration <input type="checkbox"/> Sign <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Major Alteration	Application Fee(s)
1b Submittal Checklist items attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt No.

2 Property Location
Address of property _____

3 Requested Action (Give summary description) _____

4 Applicant

Name _____ E-mail _____
 Address _____ Phone _____
 City _____ State _____ Zip _____ Fax _____
 Signature of Applicant _____ Date _____

5 Property Owner

Name _____ E-mail _____
 Address _____ Phone _____
 City _____ State _____ Zip _____ Fax _____
 Signature of Property Owner _____ Date _____

6 Action Taken

Date	Decision
Date	Decision
Date	Decision

7 Approval Details

This approved application is based on the following exhibits:

Upon approval by the Board of Architectural & Historic Review, you are authorized to obtain all applicable permits required by the Northport Village Code.

Signature of Chairman _____ Date _____

Village of Northport
Board of Architectural & Historic Review

**Sign Permit
Submittal Checklist**

- 1. Regulations** This Submittal Checklist summarizes the items normally required for a review by the Board. The regulations concerning signs are found in the Village Code, Chapter 243, Signs, which is available online at ecode360.com/8670055 or by visiting Village Hall. (Note: If the applicant is planning to make other changes to a building, in addition to a sign, the Minor Alteration Submittal Checklist should be used additionally.)
- 2. Consultation** Applicants are encouraged to consult with the Board prior to preparing their submission to obtain advice on matters of consistency with the Chapter 243 design guidelines and requirements. This consultation will also help identify a list of exhibits required for a Permit Application review and may reduce an applicant's expenses or professional fees by virtue of a preliminary appearance at the Board.
- 3. Appointments** Whether for a preliminary consultation or an Application Permit review, an appointment is required to be on the agenda. Appointments can be made by calling Village Hall at (631) 261-7502. A completed Permit Application must be delivered to Village Hall no later than one week before the monthly meeting (normally the first Wednesday of the month) in order to allow ample time to distribute the information to each Board member.
- 4. Permit Application**
 - Items 1-5 completed
- 5. Written Description (7 copies)**
 - The nature of the business or activity for which the sign will be used.
 - The scope of the work, including, for each sign, the sign type and the placement of the sign.
 - Description of existing signage (if any) and indication whether or not it will be removed.
 - Description of illumination (if any). Note that internally lit signs are discouraged.
 - Description of the materials and colors to be used.
- 6. Photographs (7 copies of each)**
 - Color printouts of the existing sign location(s), showing the entire building with both of its neighbors and the street frontage.
 - Color printout of the proposed sign(s), shown to scale, in position on the building.
- 7. Drawings (7 copies of each)**
 - On all drawings, add a box (5" wide x 3" high) in the lower right for Board comments/approval.

___ Scale drawings of the proposed sign(s), showing size and types of lettering, logos and/or other graphics. Show any electrical or other mechanical equipment. Show details of installation.

___ Show illumination plan. If illumination is not specifically shown, the sign will be considered to be non-illuminated.

___ Applications for freestanding signs shall include a site plan indicating the location of the proposed sign, proposed landscaping for the base of the sign and its vicinity, and the location of existing freestanding signs within 100 feet on both sides of the road along with photographs of those existing signs.

8. Colors and Materials (7 copies)

___ Samples of actual colors and materials.

___ Colored rendering (or printout) showing accurately how color will be placed on the building.

___ Manufacturer's catalog cut for any proposed lighting fixture.

9. Fee

___ A charge of \$50.00 per sign is due at the time of filing of the application.

Last updated: September 12, 2018