

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

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|----------------------|
| Date Received |
| Date Revised |
| Application/File No. |

1a Application Type
 Residential Alteration Sign Minor Alteration Major Alteration

Application Fee(s)

1b Submittal Checklist items attached
 Yes 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 minor alterations are found in the Village Code, which is available online at www.ecode360.com/NO0083 or by visiting Village Hall. The relevant chapters of the code include Chapter 13, Board of Architectural & Historic Review; Chapter 14 Historic Review [in Business districts A & B]; and chapter 191, Lighting. In addition, a residential structure older than 100 years requires an historic determination (Chapter 15, Section 4) and, if found to be a historic building, a historic plan review (Chapter 15 Section 6) is required. In certain cases, you may choose to forgo historic determination. In that case, please ask for that additional form.

- 2. Consultation:** Applicants uncertain about how to proceed are encouraged to consult with the board prior to application submittal to obtain advice on matters of consistency with the guidelines and requirements. This consultation will also help identify a list of exhibits required for Permit Application review.

- 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 ext. 312. A completed Permit Application must be delivered to Village Hall no later than **2 weeks** before the meeting. Please submit **8 physical paper copies** of your application as well as a **PDF version to S.Odegaard@northportny.gov**

- 4. Permit Application (8 copies)**
 Items 1-5 completed

- 5. Written Description (8 copies)**
 The nature of the business or activity for which the sign will be used.
 The scope of the work, for each sign, including 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.
 Descriptions of the materials and colors to be used. Including, materials that will be used to hang sign.

6. Photographs (8 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 of where the sign shall be placed.

7. Drawings (8 copies of each)

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 not specifically shown, the sign will be considered 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.

8. Colors and Materials (8 copies)

Samples of actual colors and materials.

Color rendering (or printout) showing accurately how the color will be placed on the sign/building.

Manufactures 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.