



VILLAGE OF WARWICK

INCORPORATED 1867

New Permanent Sign Application

Application Fee \$75.00

☐ Paid Check # _____

Project Information

Date: _____

Applicant Name: _____

Name of Business: _____

Project Location: _____ S/B/L # _____

Mailing Address: _____

Phone Number: _____ Alt. Phone Number: _____

Email Address: _____

I, the applicant, am the property owner of the project location

☐ Yes, _____ Date: _____
owner's signature

☐ No **If the applicant is not the property owner, then the applicant must present a **notarized** Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.*

Be sure to carefully read through the application and complete all sections and provide all requested information. Any missing or incorrect information will result in delays with the application process.

Please read the Village of Warwick Zoning Code, Article VIII Signs §145-81 through §145-99, for information such as design criteria, illumination, prohibited signs, etc.

The Zoning Code is accessible on the Village's website www.villageofwarwickny.org

1. For signs to be located on buildings, linear frontage of the building is required _____
feet/inches
2. Zoning district: _____
*To find your district go to: <https://villageofwarwickny.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>
3. Sign Design: a scaled drawing of the sign showing the following:

***For sign guidelines, please visit the Zoning Code listed above.**

- a. Type of sign, shape, size, and materials.
- b. Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
- c. The visual message, text, copy or content of the sign.
- d. The method of illumination, if any, including type of lamp, wattage, and the position of lighting or other extraneous devices. A photometric plan and manufacturers cut sheets showing lighting levels and potential glare from illumination may be required in accordance with § 145-91.C. and § 145-104.B.10 of the Zoning Law.

e. Landscaping, if any, including types of vegetation, location of plantings, and planting and maintenance schedule.

4. Sign Location: a plan, drawn to scale, shall be submitted showing the following:
 - a. If a freestanding sign, a full description of the placement of the proposed sign, specifically its location on the premises, its orientation, and its position in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls, and fences.
 - b. If an awning, window, wall, or projecting sign, the placement of the proposed sign, which shall include: location on the awning, window, wall or building; the size of the awning, window, or linear footage of the building; projection from the building, if relevant; and the proposed position of the sign in relation to adjacent signs and lighting fixtures.
5. If the applicant is not the owner of the property on which the sign is to be located written permission from the property owner is required. Please refer to the Property Owner Acknowledgement Form.
6. Attach or email a typed description describing the project in detail to planning@villageofwarwick.org

Permanent new signs require the approval of the Planning Board. The Planning Board, within ten (10) days of its receipt of an application for a sign permit at a regularly scheduled Planning Board meeting, shall refer the application to the Architectural and Historic District Review Board (AHDRB) for comment. The AHDRB shall review the application and provide comment to the Planning Board within thirty (30) days of its receipt of the sign application. Failure of the AHDRB to provide comment to the Planning Board within thirty (30) days shall be considered as no comment on a sign application. The Planning Board shall consider the comments of the AHDRB and the application and shall approve, approve with modifications, or deny the application and notify the Code Enforcement Officer of its decision on this matter. If the sign application is approved, the Code Enforcement Officer shall issue a sign permit within fifteen (15) days of the Planning Board's decision. §145-81.B.2

A permit issued for an approved sign shall be valid for installation and/or erection of the sign for six (6) months from the date of the permit but may be renewed within thirty (30) days prior to the expiration, for good cause shown, for an additional six (6) months, upon payment of one-half (½) of the original fee. §145-81.B.4

Any person desiring to procure a permit for a new sign shall file with the Planning Board a written application on a form prescribed by the Village, including payment of the applicable fee as outlined in Chapter 63 "Fees" of the Village of Warwick Code. §145-81.C

(For projects located within the Historic District) The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the (Historic) district. Any building or fixture located within the district or subject to the provisions of this chapter, including light fixtures, outdoor signs, and other outdoor advertising fixtures. §7-3.B

The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

Please carefully review your application to ensure all required information is included with submission.

Any missing information will cause delays in the procedure.

Sign permits are valid for (6) months from the issue date.

Applicant Signature _____ **Date** _____

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

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Property Owner Acknowledgement Form (for use with sign applications)

Project Information

Applicant Name: _____

Name of Business: _____

Address of Proposed Sign: _____

Property Owners Information

Name: _____

Mailing Address: _____

Phone Number: _____ Alt. Phone Number _____

Email Address: _____

I, _____, owner of _____,
(printed name of property owner) (address of property)

Warwick, NY 10990, grant permission to _____ to add a new sign or to
(printed name of applicant)
modify/relocate an existing sign located on my property.

Signature of Owner

Date

Form must be notarized.

State of _____

Subscribed and sworn before me this

County of _____

_____ day of _____, 20____

(signature of notary)

STAMP

This form must be completed, notarized, and presented with a New Sign Application or with an Alteration/Relocation Sign Application only if the sign applicant is not the property owner. (§ 145-81.C.6)
Missing paperwork will cause a delay in the review process.