



## VILLAGE OF WARWICK INCORPORATED 1867

### New Permanent Sign Application

Application Fee \$50.00

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	
<input type="checkbox"/> Yes, _____	Date: _____
<small>owner's signature</small>	
<input type="checkbox"/> No <i>*If the applicant is not the property owner, then the applicant must present a <b>notarized</b> Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.</i>	

**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.villageofwarwick.org](http://www.villageofwarwick.org)

- For signs to be located on buildings, linear frontage of the building is required \_\_\_\_\_ feet/inches
- Zoning district: \_\_\_\_\_  
\*To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>
- Sign Design: a scaled drawing of the sign showing the following:  
**\*For sign guidelines, please visit the Zoning Code listed above.**
  - Type of sign, shape, size, and materials.
  - Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
  - The visual message, text, copy or content of the sign.
  - 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.
  - 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](mailto: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 2<sup>nd</sup> Tuesday of the month. The AHDRB meets on the 1<sup>st</sup> 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** \_\_\_\_\_

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Internal Use Only

Application complete as per code  Property Owner Acknowledgement Form, if applicable

Planning Board referred to the AHDRB via a motion on \_\_\_\_\_  
meeting date

Application reviewed by the AHDRB for appropriateness on \_\_\_\_\_  
meeting date

Recommendation of AHDRB

- Meets aesthetics criteria  
 Concerns (attached discussion from AHDRB)

The project is zoned within the Historic District:

- Yes *\*If yes and approved, the AHDRB will issue a Certificate of No Effect or of Appropriateness to be given back to the Planning Board where the application for a sign permit is to be approved, modified, or denied via motion during a regular scheduled meeting.*
- No *\*If no, the application will receive a review and recommendation by the AHDRB which is handed back to the Planning Board for a final decision during a regular scheduled meeting. A Certificate of No Effect or of Appropriateness is not needed.*

Recommendation/Certificate presented to the Planning Board on \_\_\_\_\_  
meeting date

- Approved by Planning Board  
 Approved with modifications \_\_\_\_\_  
 Denied, reason \_\_\_\_\_

Sign Permit issued by the Code Enforcement Officer, \_\_\_\_\_ on \_\_\_\_\_  
name of licensing authority 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

VILLAGE OF WARWICK  
INCORPORATED 1867

**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.**