



Mayor, Richard C. David  
Director, Dr. Juliet Berling

# City of Binghamton Planning Department Zoning Administration & Enforcement Division

## **SIGN PERMIT APPLICATION**

*The City of Binghamton Zoning Ordinance requires that certain standards be adhered to with regards to the construction, alteration, relocation, or replacement of signage. Any property owner that erects a sign without approval of a sign permit can be fined and required to remove the sign. Submittal of this application does not guarantee an approval.*

### **INSTRUCTIONS:**

**Step 1)** Complete this application and pay the application fee.

**Step 2)** Submit the application to the Zoning Officer for review.

**Step 3)** The Zoning Officer will review the application and contact the applicant with any questions or comments. If the sign is noncompliant, the Zoning Officer will explain the issues and request that the application be amended.

**Step 4)** If the proposed sign will be located within a historic district or on a landmark property, the application will be referred to the Commission on Architecture and Urban Design (CAUD). CAUD meets on the last Tuesday of each month and applications must be submitted by the first Wednesday of the month. The applicant must be present at the CAUD meeting to discuss the application. CAUD will either “approve,” “conditionally approve,” or “deny” an application. Planning and Zoning staff will help the applicant prior to CAUD to ensure a positive outcome.

**Step 5)** Once the Zoning Officer is satisfied that all relevant regulations have been adhered to, the Zoning Officer will issue approval of the sign permit to the applicant.



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PERMIT NO.: \_\_\_\_\_

- Project Location Information:  
Address of Property: \_\_\_\_\_ Tax ID #: \_\_\_\_\_
- Property Owner/ Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- Sign Vendor: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- General Contractor/ Installer: \_\_\_\_\_
- Licensed Electrical Contractor: \_\_\_\_\_

**DESCRIPTION OF WORK:** Provide additional pages with the following additional documentation:

- Color photos:** Provide both digital and hard copies of the photos. Photos of the entire face of the structure where the sign will be mounted. Image set for any type of freestanding sign, such as a pole sign, to include image of the site, adjacent streets, sidewalks, curb cuts/ driveways, or other physical features.
- Design Renderings/ Drawings:**
  - Provide scale drawings that describe the size, materials, colors, structural framing, method of illumination, scale and typeface of lettering, and any graphics.
  - Provide physical dimensions of all sign elements. This shall include: height from the ground, width, length, and depth, and depth of projection off of a wall-surface (as relevant).
  - Provide a description of the method of attachment.
  - Provide a site plan to show all relevant features including building layout and dimensions, sign location, frontages, streets, sidewalks, etc.
- Certificate of Appropriateness:** CAUD design review for signs located in historic districts or on landmark properties.

**INSURANCE AND FEE:**

- Liability Insurance:** for any sign projecting over the public right-of-way, the applicant must provide a Liability insurance policy, which must specifically name the City of Binghamton as an additionally insured party to policy.
- FEE:** Sign area up to 150 ft<sup>2</sup> = \$50 • Sign area 150-300 ft<sup>2</sup>= \$75 • Sign area 300+ ft<sup>2</sup>= \$150  
Illuminated sign surcharge= \$20.00

Amount of Fee: \_\_\_\_\_ Cash  Check  Check No. \_\_\_\_\_

*The owner of the above described property hereby approved this application and agrees to comply with all ordinances of the City of Binghamton and to do no work not specifically covered by this application. "I declare, under penalties of perjury, that this application, including any accompanying plans, specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application.*

\_\_\_\_\_  
Applicant's Signature Date Property Owner's Signature Date