



Village of Stewart Manor
SIGN / AWNING / CANOPY / MARQUEE - PERMIT APPLICATION

PAGE ONE - - - COMPLETE BOTH SIDES OF THIS APPLICATION

No application will be accepted unless the following are attached and this application is completed in its entirety:

1. A copy of property survey
2. A sketch of the sign/awning/ canopy/marquee to be installed including height, length and projection
3. A complete description of the sign/awning/ canopy/marquee including color, material, size, letter and or number sizes, wording and frontage (wall height and width on which sign will be installed)
4. A check made payable to the Village of Stewart Manor (\$100 for plan review plus \$50 for each sign, awning, canopy or marquee.).

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DATE: _____

PROPERTY INFORMATION: SECTION: 33 BLOCK: _____ LOTS: _____ PROPERTY ID: _____

OWNER'S LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

APPLICANT LAST NAME (IF DIFFERENT): _____ FIRST NAME: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

DESCRIPTION OF WORK/MATERIALS: _____

SIGN (INSTALLER) COMPANY

NAME: _____ LIC#: _____

ADDRESS: _____

PHONE NUMBER: _____

IF ILLUMINATED ONLY:

ELECTRICIAN'S NAME: _____ LIC#: _____

ADDRESS: _____

PHONE NUMBER: _____

**VILLAGE OF STEWART MANOR
BUILDING DEPARTMENT
OWNER'S AUTHORIZATION**

I (we) hereby certify that:

1. The undersigned does hereby apply for a permit to install a sign/awning/ canopy/marquee at the address listed below and does hereby agree to comply with all provisions of the Zoning Ordinance, 2000-3, Sec. 200-52 as amended October 3, 2000 and/or Sec. 200-54 as amended October 3, 2000.
2. I agree to permit the Building Inspector and any officer or employee of the Village of Stewart Manor to enter upon the premises in the discharge of their duties with this application.
3. Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
4. Building Inspector will be given a minimum of 48 hours Notice to make the required inspection and no work will continue until such inspection has been completed and approved.
5. Owner or his representative will be responsible to arrange for all required inspections.

State of New York]
County of Nassau]

(Property Owner - Please Print)

Property Owner deposes and says that he/she resides at: _____, Stewart Manor in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section 33 Block _____ Lot(s) _____ situated, lying and being within the Village of Stewart Manor; that I/we have read and understand items 1 through 4 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby names _____ as his or her representative to file this application on his/her behalf.

Signature of Owner _____

Sworn to me this _____ day of _____ 200_

Signature of Notary Public _____

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

APPLICATION FEE: _____ PERMIT #: _____ DATE RECEIVED: _____

ZONE: _____ SITE PLAN REVIEW: _____

LOCATION: _____

SPECIAL CONDITIONS CHECKED: _____ WORK COMMENCED ON: _____

FINAL INSPECTION DATE: _____ DATE SIGNED OFF: _____

INSPECTOR SIGN OFF: _____ ESTIMATED COST: _____

STEWART MANOR VILLAGE CODE IS AS FOLLOWS:

200-52. Signs. SIGN -- Any letter, word, model, banner, pennant, insignia, trade flag or illuminating device used as, or which is in the nature of, an advertisement, announcement or direction, which is designed or intended to attract the attention of persons not on the premises.

A. No sign shall be displayed in the Residential District other than by a public authority, except as follows:

(1) One sign not exceeding one square foot in area and not illuminated. Such sign may be attached to or displayed from a building or on a rod or post, but said sign shall not be placed within a distance of three feet from any street or property line, and the uppermost portion of said sign shall not be higher than four feet above the ground.

(2) One sign or bulletin board, not exceeding 16 square feet in area, on church, library or school property giving the identification thereof or advertising the activities thereof, or both. Such sign may be attached to a building or may be displayed on a rod or post but shall not exceed six feet in height above the ground level.

B. No sign shall be displayed in the Business District, other than by public authority, except as follows:

(1) One sign attached to each wall of a building or storefront facing on a public street, except that no sign shall face residential property, and projecting not more than 12 inches from such wall, when used for advertising any business conducted in such building or store. The maximum overall dimensions or maximum area of each sign attached to the wall of a building or storefront shall not exceed the following:

(a) On a building wall or storefront having a street frontage of 20 feet or less, a maximum vertical measurement of two feet and a maximum horizontal measurement of 80% of the street frontage.

(b) On a building wall or storefront having a street frontage of more than 20 feet and not more than 50 feet, a maximum vertical measurement of two feet and a maximum horizontal measurement of 20 feet.

(c) On a building wall or storefront having a street frontage in excess of 50 feet, a maximum vertical measurement of two feet and a maximum horizontal measurement of 20 feet.

(2) No more than the top 1/3 area of any window fronting on a street shall be covered with any sign or signs. However, community or public service signs shall not be included in the above restriction.

(3) A sign or notice having an area of one square foot or less of a public utility when such sign is necessary or convenient for the direction, information or safety of the public.

C. No sign shall be illuminated unless the wall of the building or store on which such sign is displayed or painted or to which such sign is applied or attached faces upon a street where the property on the opposite side thereof is in a Business District.

D. No sign or window display shall be equipped or displayed with moving, flashing or intermittent illumination.

E. No sign shall be equipped with moving or rotating parts, nor shall any sign emit noise or sound.

F. No sign shall contain iridescent or Day-Glo paint or colors.

G. No sign or window display shall be so placed or illuminated as to be hazardous to traffic or disturbing or annoying, as determined by the Village Board.

H. All vertical signs and roof signs are hereby prohibited, and any other signs that project more than 12 inches from the face of any building over any sidewalk, street or highway in the Village are hereby prohibited.

I. Before any sign of a permanent nature shall be erected or changed in the Business District, an application, in writing, shall be signed and filed with the Village Clerk. A fee as set forth in the current Village Fee Schedule (see Chapter 83, Fees) for each such sign shall be paid by the applicant at the time of filing such application, and a written permit shall be issued by said Village Clerk if it shall appear that the sign complies with the provisions of this section. [Amended 10-3-2000 by L.L. No. 3-2000]

J. All signs shall be maintained in a good state of repair and in good working order and shall be neatly painted.

200-54. Awnings, canopies and marquees.

A. No person shall erect, hang or permit or allow to be erected any awning upon or in front of any building owned or occupied by him which shall project over or upon any street, sidewalk or public place in the Village of Stewart Manor unless the lowest portion of such awning shall be at least seven feet above the sidewalk of such street, highway or public place.

B. All awnings shall be constructed of metal frames, and all awnings shall be equipped with a retracting device, and the top thereof shall be of canvas or other suitable fabric.

C. All awnings heretofore or hereafter erected upon or in front of any building in the Village of Stewart Manor as provided in Subsections A and B hereof shall be inspected at least once in each year by the Building Inspector of the Village of Stewart Manor for the purpose of ascertaining that the same shall conform to the provisions of this chapter.

D. Marquees, permanent canopies and other devices which shall project over or upon any street, sidewalk or public place in the Village of Stewart Manor are hereby prohibited.

E. Before any awning shall be erected or changed in the Business District, an application in writing shall be signed and filed with the Village Clerk. A written permit shall be issued by said Village Clerk for a fee as set forth in the current Village Fee Schedule (see Chapter 83, Fees), if it shall appear that the awning complies with the provisions of this section. [Amended 10-3-2000 by L.L. No. 3-2000]