



SIGN SITE PLAN APPLICATION

Applications are accepted by appointment only. To schedule an appointment, please contact Jill Wiedrick by phone at (585) 421-3208 or by email at jmw@fairportny.com

APPLICATION REQUIREMENTS

	One copy of the application
	One copy of the Environmental Assessment. Fillable forms with an interactive database may be found on the NYSDEC website https://www.dec.ny.gov/permits/6191.html
	Instrument Survey Map of the property indicating the position and setbacks of any freestanding signs
	A drawing showing construction details of the sign, lettering size and font, color, and any proposed lighting
	A location map, drawn to scale, showing the position of the sign on any building or structure, including building elevation
	Identification of all existing signs on the parcel
	Digital versions of all drawings, graphics, and photographs in individual portable document format (PDF) files via email or file transfer
	Board Member Site Visit Signature Page
	Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees Signature Page
	Application Fee - \$40 + \$5 per sign

IMPORTANT

- Completed applications must be submitted before the published deadline.

POSTING REQUIREMENT

- After submission of a complete application, a public notification sign will be issued and must be posted on the property. The sign shall be placed on the property readily visible from the public right of way.

FACTORS FOR CONSIDERATION

The Planning Board's review of a sign site plan shall include but is not limited to the following considerations:

- Color(s) of proposed sign(s)
- Size of proposed sign(s)
- Compatibility of proposed sign(s)
- Aesthetic impact of the proposed sign(s)
- Any relevant considerations contained in [550-19](#)

DESIGN STANDARDS

- Commercial speech signs and their supporting structures should be in harmony in style and scale with the architectural features of the buildings on which they are placed or to which they relate, as well as those of the surrounding neighborhood.
- Signs should be appropriate to the types of activities they represent.



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- Signs should be appropriate in size, shape, color, and design to the neighborhood.
- Layout of signs should be orderly and graphics should be of simple shape, such as rectangle, circle, or oval.
- No more than three typefaces should be used on any one sign or group of signs indicating one message.
- The number of colors used should be the minimum consistent with the design.
- Group of related signs should express uniformity and create a sense of harmonious appearance.

COMMON APPLICATION QUESTIONS

WHAT IS THE PROCESS?

Once a complete sign site plan application is accepted, it is placed on the next available Planning Board agenda. A public notification sign will be provided to the applicant and must be posted.

The applicant will be notified in writing of the date, time and place of the public hearing. In addition, neighboring property owners will be notified by mail of the pending application.

A staff report with all project information and documentation will be provided to the applicant, as well as the Planning Board, prior to the scheduled hearing date.

It is the applicant's responsibility to attend the public hearing to present their proposal and to answer any questions that the Planning Board may have.

The Planning Board will generally make its decision on the sign site plan the same day as the hearing. The Planning Board will determine if the sign site plan is conditionally approved and may recommend revisions to the site plan. The Planning Board may recommend further study of the sign site plan and resubmission of the sign site plan to the Planning Board after it has been revised or redesigned.

After the applicant has approval for all necessary permits and curb cuts from State and County officials, the applicant may prepare their final detailed site plan and submit it to the Planning Board for approval. The final site plan shall conform substantially to the preliminary site plan that received conditional approval.

WHAT HAPPENS IF THE APPLICATION IS APPROVED?

An approval of an approval on condition, does not authorize the proposed project to process, but authorizes the filing of applications for permits or other approvals that may be required by Village Code.

WHAT HAPPENS IF THE APPLICATION IS DENIED?

An appeal from any final decision must be taken within 30 days of the filing date of the decision in accordance with Article 78 of the New York Civil Practice Law and Rules.



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PROJECT ADDRESS

ZONING DISTRICT

APPLICANT INFORMATION

Name

Mailing Address

Phone Number

Email Address

Interest in Property

Owner

Lessee

Other

Signature

Date

PROPERTY OWNER INFORMATION (if different from applicant)

Name

Mailing Address

Phone Number

Email Address

Signature

Date

Number of Signs

Size of Signs

Location of Signage



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Letter of Intent – Please describe and explain the proposed signage.



Board Member Site Visits

As part of their responsibilities for reviewing your application, Board Members and Village Staff conduct site visits of the subject property to enable them to observe the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not visible from the public right-of-way and it may be necessary for Board Members and Village Staff to access your property to observe portions of the exterior of the property not visible from the right of way.

Please note that if you do not authorize Board Members and Village Staff to access your property, you must provide additional photographic evidence of the area of your property that is not visible from the public right-of-way.

I, _____ (owner of property),

located at _____ (subject property address) hereby grant permission to members of the Fairport Planning Board, Zoning Board of Appeals, Historic Preservation Commission and Village Staff to enter upon and review my premises in connection with the application submitted for the review.

Signature of Property Owner

Date



**Statement of Applicant and Owner with Respect
to Reimbursement of Professional and Consulting Fees**

In conjunction with an application made to the Village of Fairport, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and/or owner with respect to an application to the Village of Fairport.
2. I/We have been advised of, are aware of and understand the obligation to reimburse the Village of Fairport for consulting and professional fees incurred in relation to my/our application(s), all in accordance with the Village of Fairport Consultant Fee Reimbursement Law.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.

Owner

Signature

Dated

Applicant (if different from Owner)

Signature

Dated