



SIGN PERMIT APPLICATION SUBMISSION REQUIREMENTS & GUIDELINES

GENERAL SIGN PERMIT INFORMATION

- All signs erected in the Village of Fairport require a sign permit.
- All structures that have more than one sign and all ground signs shall require a sign site plan to be approved by the Village of Fairport Planning Board. 36 square feet total amongst 2 signs is allowed with an approved sign site plan. Signs not conforming to the Village sign code can apply to the Fairport Zoning Board of Appeals for a variance.
- A permit fee is \$2.50 per square feet or a minimum of \$40.00.
- The sign compliance certificate cost is \$25.00.
- An electrical inspection is required if lighting is installed.
- Insurance is required from the installer of the sign.

Please Submit for all Application Types:

- completed sign permit application
- color illustration/rendering of proposed sign with dimensions depicted
- a brief description of the sign composition and lighting proposed with color pallet and how it will be affixed to the building
- photo of existing structure showing proposed location(s) of sign(s)

VILLAGE LANDING SIGN PERMIT INFORMATION:

- The following fees apply to approved signs:
 - Fascia – 10 square feet - \$40.00
 - Pylon – 6.73 square feet - \$40.00
 - Atrium – 1.01 square feet - \$40.00
 - Sign compliance certificate - \$25.00

PACKETTS LANDING (Building 400) SIGN PERMIT INFORMATION:

- The following fees apply to approved signs:
 - Hanging – 2.25 square feet per side- \$40.00
 - Fascia – 16 square feet- \$40.00
 - Sign compliance certificate- \$25.00

SIGN PERMIT & SITE PLAN APPLICATION

OFFICE USE	
ISSUED	____/____/20____
Rec'd	____/____/20____
Paid	____/____/20____ Int.____

Type of application: Sign Site Plan Review Sign Permit

Property Address: _____

Business Name: _____

Business Owner, Contractor & Design Professional Info

Business Owner _____ Phone #'s _____

Email _____ Mailing Address _____

Contractor _____ Phone #'s _____ Email _____

Agent _____ Phone #'s _____ Email _____

Documents Required for Site Plan Review:

- Drawing or Photo of Sign(s)
- Photo of Structure
- Instrument Survey
- Proposed Lighting
- Landscaping
- Site Plan- with all signs on site included

Documents Required for Sign Permit Review:

- Drawing or Photo of Sign(s) with size(s)
- Drawing or Photo of Sign(s) superimposed on the structure
- Proof of Insurance

OFFICE USE	
Sign Site Plan Review Fee \$	_____/A2115
Sign Permit Fee/Acct Code \$	_____/A2590
Sign Compliance Fee/Acct Code \$25.00	_____/A2590
TOTAL SITE PLAN FEE \$	_____
TOTAL SIGN PERMIT FEE \$	_____

Building Owner

Date

Applicant

Date

Code Enforcement Officer

Date
