



TOWN OF PERINTON

1350 TURK HILL ROAD ■ FAIRPORT, NEW YORK 14450-8796
(585) 223-0770 ■ Fax: (585) 223-3629 ■ www.perinton.org

SIGN PERMIT APPLICATION GUIDELINES & INSTRUCTIONS

All signs within the Town of Perinton are regulated by [Chapter 174](#) of the Perinton Town Code. Newly erected signs and existing signs proposed to be modified require a sign permit from the Building & Codes Department prior to any work commencing. New permanent signs, as well as existing signs proposed to be substantially modified, require application to, and review by, the Planning Board prior to the issuance of a sign permit. In some scenarios, replacement signs and changes to content may be approved administratively by the Building & Codes Department. If the property resides within an historic district or is a designated historic landmark, the applicant must also submit the appropriate application to, and obtain approval from, the Historic Architecture Commission.

REQUIREMENTS FOR ALL APPLICATIONS

Sign applications to the Planning Board require 10 copies of each form or item below. They should be folded and collated into packets no larger than 8.5 inches by 11 inches. Administrative and temporary sign applications require only an electronic submission. Please submit the following:

1. A letter of intent explaining the scope of the project and its intended purpose.
2. An application form filled out completely and accurately, typed or printed, with the property owners or agents digital, electronic, or handwritten signature (as defined by New York State's Electronic Signatures and Records Act).
3. A property map and other documentation illustrating the graphical details of the proposed request, including full-color renderings, and elevations (if attached to a building).
4. Submit a digital version of the application to lstdid@perinton.org in one of the following formats:
 - a. PDF
 - b. JPEG
 - c. TIFF
5. There is no sign application fee. After all approvals are obtained, the sign permit shall be issued and the following fees will be collected:
 - a. Permanent Signs- \$4 per square foot
 - b. Temporary Signs- \$50 per sign

It is recommended that applicants contact the Building & Codes Department for a preliminary review prior to submitting a complete application to the Planning Board.

Greg Seigfred, Director of Building & Codes

gseigfred@perinton.org

585-223-0770

Lori Stid, Director of Volunteer Boards

lstdid@perinton.org

585-223-0770

The Planning Board meets on the third Wednesday of each month at 7:00pm at the Perinton Town Hall of the James E. Smith Community Center, 1350 Turk Hill Road, Fairport, N.Y. Applicants, or their authorized agents, must appear at all public meetings held on the application. Sign applications must be received at least two weeks prior to the requested meeting date.

The application requirements in this packet are not to be considered all-inclusive. Depending on the application's nature and scope, it is the board's prerogative to require more information of the applicant, if needed.

A complete package of application materials must be filed with the Director of Volunteer Boards by the submission deadline for the requested public meeting date of the application. A schedule of meeting dates, including submission deadlines, is available from the Director. An application will not be accepted until Town staff has determined that all required materials are complete and accurate. All application materials will be available for public review.



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SIGN PERMIT APPLICATION

DATE _____ PROJECT NAME _____

LOCATION _____

TAX ACCOUNT NO(s). _____

OWNER _____ APPLICANT _____

ADDRESS _____ ADDRESS _____

CITY, ST ZIP _____ CITY, ST ZIP _____

PHONE: _____ PHONE _____

EMAIL _____ EMAIL _____

DISCLOSURE: As defined by New York State General Municipal Law, Section 809, an officer or employee of the Town of Perinton shall be deemed to have an interest in an application when he or she, his or her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them: (1) is the applicant; (2) is an officer, director, partner or employee of the applicant; (3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association which is applying; or (4) is a partner to an agreement with such an applicant, expressed or implied, whereby he or she may receive any payment or other benefit upon the favorable approval of such application.

Pursuant to the provisions of New York State General Municipal Law, Section 809 (Please check one of the following):
[] There is (are) no person(s) who have an interest in this application.
[] There is (are) person(s) who have an interest in this application. (On a separate sheet, to be attached to this application form, indicate the name(s) and address(es) of such person(s), the nature & extent of the relationship to the applicant, and the nature & extent of the interest in the application.)

As owner of property, I hereby sign and authorize this application be submitted for Town of Perinton approval _____ DATE _____

AGENT _____

ADDRESS _____

CITY, ST, ZIP _____

PHONE _____ EMAIL _____

BRIEF PROJECT DESCRIPTION _____

CURRENT ZONING _____

SIGN TYPE, FEATURES & LOCATION DETAILS:
Check all applicable

- Building-mounted sign
- Freestanding/monument sign
- Internal illumination
- External illumination
- In historic District
- For historic landmark
- For public service agency
- Within 500 feet of another municipality

TOTAL SIGN(S) WIDTH (FT) _____ TOTAL SIGN(S) LENGTH (FT) _____ TOTAL COST OF ALL SIGNS: _____

BUILDING/TENANT STREET FRONTAGE (FT) _____

MEETING DATE REQUESTED _____