



Village of Millbrook Sign Permit Application – PERMANENT SIGN

Building Inspector- Ken McLaughlin Phone: 845-240-2118

Mail: PO Box 349 Millbrook NY 12545 Drop Off: 35 Merritt Ave Millbrook NY 12545

OFFICE USE:
Grid # _____
Zoning District _____
If GB, for a Storefront Business? Yes / No
If yes, lineal feet of Storefront? _____

Address of Proposed Signage: _____

Business Name (if applicable): _____

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

Property Owner (if different from Applicant) _____ Phone: _____

Address: _____ Email: _____

The following items are required (check box to indicate materials are included):

- Completed Sign Permit Application (if requesting more than one Permanent sign, please fill out page 2 of this application for each proposed sign and attach to this coversheet).
- Color rendering showing sign design, dimensions, and support structure for sign (to scale)
- Graphic showing placement of sign on building (to scale), or site plan showing placement of sign on lot (if applicable)
- Manufacturer's cut sheet(s) for any proposed lighting fixtures, with chosen specifics indicated

In order for the Village to determine compliance with the sign code, please fill out the summary table below for all **existing** Permanent signs that are to remain on display:

Summary of EXISTING Permanent Signs:			
Type of Permanent Sign	Quantity	Dimensions	Total Sign Area (sq. ft.)

Total combined sign area for **ALL existing & proposed** Permanent signs: _____

Applicant Signature: _____ Date: _____

Owner Authorization (if applicable): _____ Date: _____

Continue to page 2 for specifics about the proposed sign. Fill out additional copies for each proposed sign. →



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Sign Type of proposed Permanent sign: _____
(see §230-20 Signs of the Village of Millbrook Zoning Code for a complete list of sign types)

Single-faced Double-faced

Sign Dimensions (in feet/inches): _____ width _____ length _____ depth (if applicable)

Sign Area (in square feet): _____

Height (in feet/inches) if applicable: _____

Distance between base of sign and sidewalk (in feet/inches), if applicable: _____

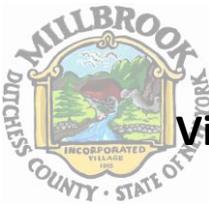
Sign constructed of the following materials (check all that apply):

- Wood
- Metal
- Plastic
- Masonry
- Fabric/Canvas
- Vinyl
- Composite material made to look like natural material
- Other _____

Will the sign be illuminated? Yes No

If yes, please note that internal illumination of signs is prohibited in the Village of Millbrook [§230-20(G)(2)].

STAFF USE	Paid fee: Yes / No Cash: \$ _____ Check #: _____ Receipt #: _____
Received by: _____ Date: _____	
Application packet complete: Yes / No Initials: _____ Date: _____	
Comments: _____ _____	
CODE ENFORCEMENT OFFICER	Reviewed by: _____
Application packet complete: Yes / No Date: _____ Initials: _____	
Has zoning compliance been issued for the business, land use or structure where the proposed sign is to be placed? Yes / No	
Comments: _____ _____	
Date referred to Planning Board: _____	
If denial issued by CEO, reason for denial: _____ _____	
Date referred to ZBA, if applicable: _____ PB opinion issued to ZBA? Yes / No	
Variance(s) approved by ZBA? Yes / No / NA Date: _____	
Approved by Planning Board? Yes / No / NA Date: _____	
Signature of Planning Board Chair: _____ Date: _____	



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*Please make checks payable to the Village of Millbrook. Cash is also accepted.
We do not accept credit cards at this time.*

Sign Permit Fees			
Sign Permit	App Fee	Permit	Total
Directional	\$10.00	\$10.00	\$20.00
Directional- Off Premise	\$10.00	\$10.00	\$20.00
Façade	\$10.00	\$25.00	\$35.00
Free Standing	\$10.00	\$50.00	\$60.00
Hanging	\$10.00	\$10.00	\$20.00
Window	\$10.00	\$20.00	\$30.00