



Village of Millbrook Sign Permit Application – TEMPORARY SIGN- FEE \$20.00

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

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

Sign Permit Application – TEMPORARY

Village of Millbrook, NY

FEE- \$20.00

Address of Proposed Signage: _____

Business Name (if applicable): _____

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

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

Address: _____ Email: _____

Sign Type of proposed Temporary sign: _____

Section of code corresponding to requested sign type: §230-20(E)(L)

Sign Dimensions (in inches): _____ width _____ length

Sign Area (in square feet): _____

Height (in feet/inches), if applicable: _____

Sign Material(s): _____

of Temporary signs of this type: _____ Total Temporary sign area (in square feet): _____

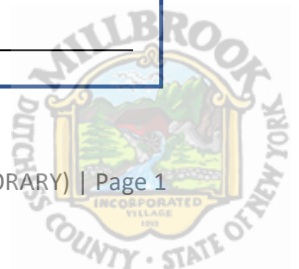
The following items are required (check box to indicate materials are included):

- Completed Sign Permit Application (if requesting more than one Temporary 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 plot plan showing placement of sign on lot (if applicable)

Applicant Signature: _____ Date: _____

Owner Authorization (if applicable): _____ Date: _____

| | | | | |
|------------------|---------------------------------------|-----------------|----------------|------------------|
| STAFF USE | Paid fee: Yes / No | Cash: \$ _____ | Check #: _____ | Receipt #: _____ |
| | Received by: _____ | Date: _____ | | |
| | Application packet complete: Yes / No | Initials: _____ | Date: _____ | |
| | Comments: _____ | | | |





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| | |
|---|-----------------------------|
| 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: _____ _____ | |
| Permit issued: Yes / No | Date: _____ Initials: _____ |
| Permit valid from _____ to _____ | (DD/MM/YYYY) (DD/MM/YYYY) |
| If denial issued by CEO, reason for denial: _____ _____ | |
| Date referred to ZBA, if applicable: _____ | |
| Variance(s) approved by ZBA? Yes / No / NA | Date: _____ |
| Permit issued: Yes / No / NA | Date: _____ Initials: _____ |
| Permit valid from _____ to _____ | (DD/MM/YYYY) (DD/MM/YYYY) |

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