

# Town of Philipstown

Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

## SIGN PERMIT

### Permit Package

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** other legal instrument authorizing the applicant to sign and obtain the sign building/zoning permit.
2. **APPLICATIONS** for new signs or proposed changes in existing signs shall include two (2) scaled drawing showing the type of lettering, sign dimensions, colors, materials, and method of illumination, if any, and a plan showing the location of the sign on the building or property. A building permit shall be required for any change in the size, shape, lighting, materials, or location of an existing sign. No building permit shall be required if only the words or images on the sign are changed.
3. **SIGN AREA AND HEIGHT** – The scaled drawings shall indicate compliance with the following criteria for area ad height allowances;

**Freestanding signs.** Individual freestanding signs shall not exceed 16 square feet in area nor 10 feet in height above finished grade level. Freestanding signs that are grouped together on one sign structure shall not exceed a cumulative total of 50 square feet per structure, and the individual components of such groupings shall be large enough to be read safely by passing motorists traveling at the speed limit.

**Projecting signs.** Projecting signs shall not exceed 12 square feet in area and shall not project more than four feet from the side of the building. The bottom of such signs shall be no nearer to the ground than 10 feet and no higher than 15 feet above the finished grade.

**Wall-mounted signs.** Wall-mounted signs shall not exceed 32 square feet, extend more than one foot from the surface of the wall, cover more than 10% of the front surface of a building, cover a window, obscure architectural detailing, interrupt a roofline, or be placed on the roof of a structure.

**Window signs.** Signs placed in windows shall not cover more than 25% of the window area.

**Awning signs.** The valance portion of an awning may be used as a sign, with a maximum of 12 square feet of sign area. The bottom of the awning shall be at least eight feet above the finished grade.

**Sign area bonuses.** To encourage design excellence, the maximum sizes for individual signs specified above may be increased if the criteria below are satisfied. Sign bonuses shall not apply to exempt signs or to freestanding signs that exceed six feet in height. Although a separate increase is granted for compliance with each of the criteria and the total is cumulative, each percentage increase

is based on the original sign size limitation. Maximum sign sizes shall be allowed to increase as follows:

- [1] Fifteen percent when the sign is made of wood.
- [2] Fifteen percent if the sign is designed to contain only the identification of the establishment without advertising any products sold on the premises.
- [3] Twenty percent if the sign is the only sign identifying the establishment or its principal product.
- [4] Twenty percent if the sign is not designed or used with illumination.

**Maximum cumulative sign area per lot.** The maximum amount of total sign area per lot shall be one square foot of total sign area for every two linear feet of lot frontage on a public street.

**Maximum area per sign.** Notwithstanding any provision of this Section to the contrary, no sign or grouping of signs shall be greater than 100 square feet in size.

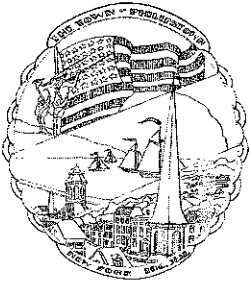
**Set back exception** Signs shall be subject to the minimum setback requirements for buildings, except that on any lot, one free-standing sign shall be permitted to have a minimum front setback of 10 feet from the street line. For non-residential uses, signs that are closer to the street line than the required front building setback shall not be more than four feet in height, 24 square feet in area, and six feet in any dimension.

4. **SIGN ILLUMINATION.** Submit a copy of the Putnam County Electrical license with the sign permit application. No illuminated sign or lighting device shall be placed or directed so that its light is directed or beamed:
  - a. Toward a residence;
  - b. Upon a public street, highway, sidewalk, or adjacent premises in a manner that causes glare or reflection sufficient to constitute a nuisance or a traffic hazard; or
  - c. upward toward the sky.

5. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.

- Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
- Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
- Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
- Contractors who are exempt from Workers' Compensation must submit form CE-200.
- An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.

6. **REQUIRED INSPECTIONS** – Footing Inspection and Final Inspection.



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## OWNER CONSENT & AUTHORIZED AGENT FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, residing at \_\_\_\_\_  
Owner

\_\_\_\_\_ do hereby authorize  
Mailing Address, being the same as Putnam County Tax Records

\_\_\_\_\_, residing at \_\_\_\_\_  
Authorized Agent

\_\_\_\_\_ to act as my agent in  
Authorized Agent Resident Mailing Address

securing permits in the Town of Philipstown at the following location;

\_\_\_\_\_  
Street Address and Tax Map Number

I, as owner of this property, understand that I am responsible for any information and work submitted and performed by my agent. I further understand that each time my agent applies for a permit, that he/she must submit a new authorization form to the Town of Philipstown.

\_\_\_\_\_  
Authorized Agent's signature ( ) phone #

\_\_\_\_\_  
Property Owner or Corporate Officers signature ( ) phone #

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By (Owner's name) \_\_\_\_\_, who is personally known to me or as identification shown: \_\_\_\_\_

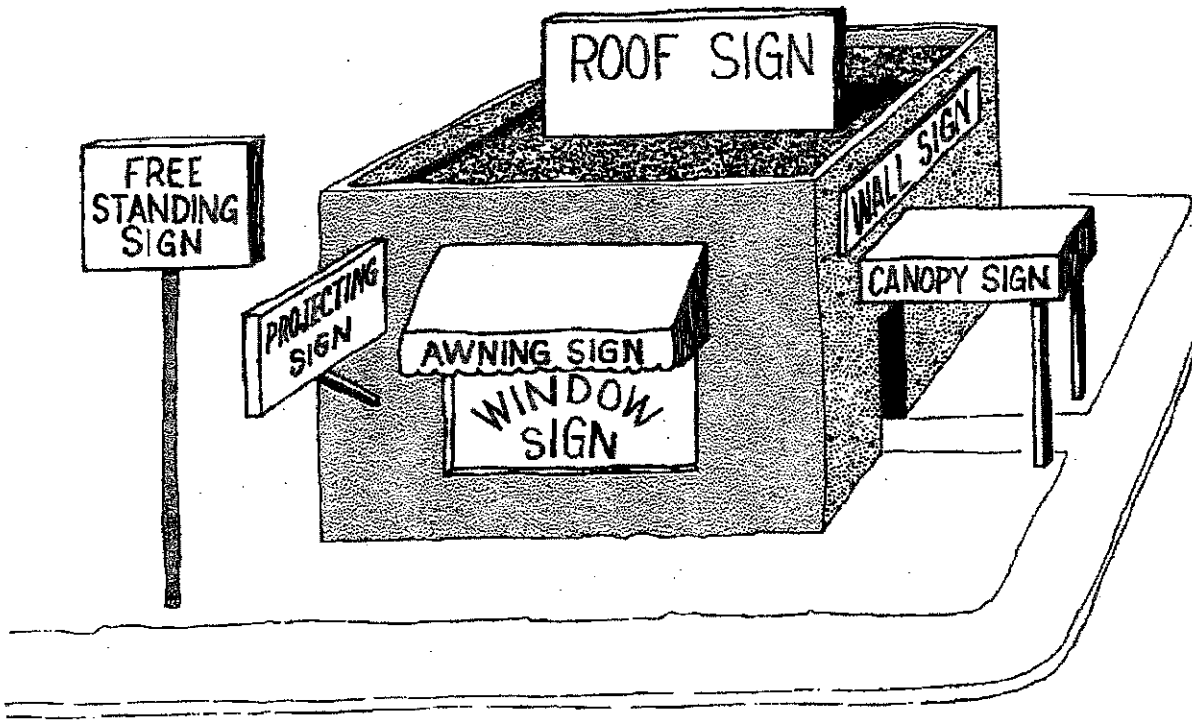
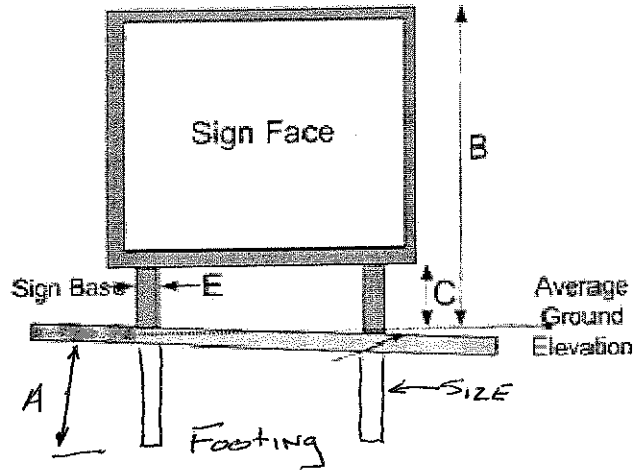
\_\_\_\_\_ Type of Identification

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_ Commission # \_\_\_\_\_

**PYLON**



# Code of the Town of Philipstown

## Chapter 175-39 SIGNS

### A. Purpose

The purpose of this Section is to control the location, size, quantity, character, and lighting of signs in order to maintain the attractive appearance of the Town and avoid conditions of clutter and unsightliness. Through these regulations the Town seeks to:

1. Protect public health and safety by ensuring that signs do not create dangerous conditions, obstruct vision necessary for traffic safety, or confuse, distract, or mislead motorists, bicyclists, or pedestrians; and
2. Promote the general welfare by creating a more attractive visual environment that preserves the Town's historic and rural character, protects property values, encourages economic growth, enables businesses and other establishments to identify themselves, and minimizes negative impacts of signs on adjoining properties.

### B. Exempt Signs

The following types of signs may be erected and maintained without zoning permits, board review, or fees, provided that these signs comply with the general regulations in §175-39D and with all other requirements of this Chapter. As used in this Subsection B, the term "residential uses" shall include mixed-use lots on which at least 50% of the floor space is residential.

#### 1. Permanent Signs

- a. Signs not exceeding one square foot in area and bearing only property numbers, postal route box numbers, or names of occupants of premises.
- b. One sign, not exceeding 32 square feet in area, designating a farm.
- c. Flags and insignia of any government, except when displayed in connection with commercial promotion.
- d. Noncommercial information signs. Signs providing noncommercial information to the public, including community service information signs, public utility information signs, safety signs, danger signs, no trespassing signs, signs indicating scenic or historic points of interest, traffic control signs, directional parking signs, and all signs erected by a public officer in the performance of a public duty.
- e. One on-premises sign, either freestanding or attached, in connection with any residential building, for permitted home occupations, not exceeding three square feet and set back at least 10 feet from the traveled way or at the right-of-way, whichever is greater. Such signs shall state name and occupation only and shall not be illuminated.

#### 2. Temporary signs

- a. Temporary non-illuminated —For Sale|| or —For Rent|| real estate signs and signs of similar nature concerning the premises upon which the sign is located. For residential uses, one sign per lot, not exceeding six square feet on each side. For non-residential uses, one sign per lot, not exceeding 12 square feet, set back at least 15 feet from all property lines. All such signs shall be removed within three ten days after closing of the sale, lease, or rental of the premises.
- b. Temporary non-illuminated window signs and posters not exceeding 25% of each window surface. (Such signs are normally used to advertise specific products or sales and are removed or replaced on a regular basis.)

- c. Two temporary signs for a roadside stand selling agricultural produce grown on the premises in season, provided that such signs do not exceed 32 square feet each, are set back at least five feet from the public right-of-way, and are removed at the end of the selling season.
- d. On-premises signs for garage sales and auctions, not exceeding four square feet, for a period not exceeding seven days.
- e. Posters, banners, and signs, not exceeding six square feet on residential uses or 16 square feet on nonresidential uses, for a period not exceeding 60 days in any 6-month period.
- f. One sign, not exceeding six square feet on residential uses or 16 square feet on nonresidential uses, listing the architect, engineer, contractor, and/or owner, on premises where construction, renovation, or repair is in progress, limited to the duration of the construction period.
- g. Signs, portable or otherwise, advertising special events for nonprofit organizations, such as firemen's field days, church bazaars, bake sales, etc. Such signs shall not exceed 24 square feet in area and shall not be displayed for more than 30 days.
- h. Signs required to be posted in connection with hearings on development applications, as provided in §175-62F(3).
- i. Signs marking areas of highway or utility construction, repair, or maintenance.

### **C. Prohibited Signs**

1. No off-premises commercial signs shall be allowed, except that signs not exceeding four square feet directing the public to specific establishments may be allowed with site plan approval by the Planning Board.
2. No exterior sign shall be illuminated internally, and no sign shall contain flashing, intermittent, rotating, or moving lights, except that one neon sign not exceeding three square feet may be allowed inside the window of a business establishment.
3. Portable signs that are mounted on wheels, including unregistered motor vehicles or unregistered trailers parked in one location for more than 30 days in any calendar year and functioning primarily as signs, shall be prohibited.
4. No permanent sign or any part thereof shall contain or consist of any moving, rotating, or revolving device.

### **D. General Sign Regulations**

All signs that are not prohibited by Subsection C above are regulated by this Section. Signs that are not exempt under Subsection B shall require building permits. However, if signs are proposed in connection with any special permit or site plan application, such signs shall be reviewed and approved under applicable criteria for the principal uses and shall not require a separate building permit if constructed pursuant to an approved plan.

1. Permit applications. Applications for new signs or proposed changes in existing signs shall include a scaled drawing showing the type of lettering, sign dimensions, colors, materials, and method of illumination, if any, and a plan showing the location of the sign on the building or property. A building permit shall be required for any change in the size, shape, lighting, materials, or location of an existing sign. No building permit shall be required if only the words or images on the sign are changed.
2. Location and maintenance

- a. Signs shall be erected, constructed, and maintained in a manner that does not obstruct traffic movement or visibility or cause any hazard to public safety.
- b. No signs shall be placed, painted, or drawn on utility poles, bridges, culverts, or other road or utility structures or signposts, or on trees, rocks, or other natural features, except that signs not exceeding one square foot posting property may be placed on trees. No signs shall be placed on municipally owned property without permission of the Town Board.
- c. All signs shall be kept in good repair. Painted surfaces shall be kept neatly painted at all times.
- d. Signs shall be subject to the minimum setback requirements for buildings, except that on any lot, one free-standing sign shall be permitted to have a minimum front setback of 10 feet from the street line. For non-residential uses, signs that are closer to the street line than the required front building setback shall not be more than four feet in height, 24 square feet in area, and six feet in any dimension.

### 3. Sign area and height

- a. Freestanding signs. Individual freestanding signs shall not exceed 16 square feet in area nor 10 feet in height above finished grade level. Freestanding signs that are grouped together on one sign structure shall not exceed a cumulative total of 50 square feet per structure, and the individual components of such groupings shall be large enough to be read safely by passing motorists traveling at the speed limit.
- b. Projecting signs. Projecting signs shall not exceed 12 square feet in area and shall not project more than four feet from the side of the building. The bottom of such signs shall be no nearer to the ground than 10 feet and no higher than 15 feet above the finished grade.
- c. Wall-mounted signs. Wall-mounted signs shall not exceed 32 square feet, extend more than one foot from the surface of the wall, cover more than 10% of the front surface of a building, cover a window, obscure architectural detailing, interrupt a roofline, or be placed on the roof of a structure.
- d. Window signs. Signs placed in windows shall not cover more than 25% of the window area.
- e. Awning signs. The valance portion of an awning may be used as a sign, with a maximum of 12 square feet of sign area. The bottom of the awning shall be at least eight feet above the finished grade.
- f. Sign area bonuses. To encourage design excellence, the maximum sizes for individual signs specified above may be increased if the criteria below are satisfied. Sign bonuses shall not apply to exempt signs or to freestanding signs that exceed six feet in height. Although a separate increase is granted for compliance with each of the criteria and the total is cumulative, each percentage increase is based on the original sign size limitation. Maximum sign sizes shall be allowed to increase as follows:
  - [1] Fifteen percent when the sign is made of wood.
  - [2] Fifteen percent if the sign is designed to contain only the identification of the establishment without advertising any products sold on the premises.
  - [3] Twenty percent if the sign is the only sign identifying the establishment or its principal product.
  - [4] Twenty percent if the sign is not designed or used with illumination.

[5] Thirty percent if the Planning Board finds that the sign has special aesthetic merit or that additional size is necessary or appropriate due to such circumstances as the sign's distance from the road, the design speed of the road, or the size of the building on which the sign is placed. In order to take advantage of this Subsection D (3)(f)[5], an applicant not otherwise subject to site plan or special permit review may file a site plan application with the Planning Board. The content and review of such application shall be limited to consideration of signs.

g. Maximum cumulative sign area per lot. The maximum amount of total sign area per lot shall be one square foot of total sign area for every two linear feet of lot frontage on a public street.

h. Maximum area per sign. Notwithstanding any provision of this Section to the contrary, no sign or grouping of signs shall be greater than 100 square feet in size.

4. Illumination. No illuminated sign or lighting device shall be placed or directed so that its light is directed or beamed:

a. Toward a residence;

b. Upon a public street, highway, sidewalk, or adjacent premises in a manner that causes glare or reflection sufficient to constitute a nuisance or a traffic hazard; or

c. upward toward the sky.

5. Sign design manual. The Town Board may adopt a sign design manual developed specifically for the Town of Philipstown or published for the general public or for another municipality. If such a sign design manual is adopted, it shall be incorporated by reference into this Chapter.

#### **E. Removal of Signs**

1. Signs advertising an establishment or institution that has permanently closed shall be removed within one month of such closure.

2. The Zoning Administrative Officer shall notify in writing the owner of any sign which no longer serves the purpose for which it was erected, or which poses a safety hazard to the public or is otherwise in violation of this Section. The Zoning Administrative Officer shall order such owner to remove or correct the unsatisfactory condition of such sign within 20 days from the date of such notice.

3. Upon failure to comply with such notice within the prescribed time, the Zoning Administrative Officer is hereby authorized to secure, repair, remove, or cause the removal of such sign. All costs of securing, repairing, or removing such sign, including related legal fees and expenses, shall be assessed against the land on which the sign is located and shall be levied and collected in the same manner as provided in the Town Law for the levy and collection of a special ad valorem levy.

4. Where it reasonably appears that there is imminent danger to life, safety, or health or imminent damage to property unless a sign is immediately repaired, secured, or demolished and removed, the Town Board may, by resolution, authorize the Zoning Administrative Officer to immediately cause the repair, securing, or demolition of such unsafe sign. The expense of such remedial actions shall be a charge against the land on which the sign is located and shall be assessed, levied, and collected as provided in Subsection (3) above.