



TOWN OF COLONIE

Building Department
Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

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Town Supervisor

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Michael M. Rosch
Director

INFORMATION FOR APPEALS AND SPECIAL EXCEPTION SIGN PERMITS

NOTE: IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLIED WITH, YOUR PAPERWORK FOR A SIGN VARIANCE WILL NOT BE PROCESSED.

All forms **MUST** be typewritten for legibility and must contain complete address including zip code.

APPLICATION PROCESS

A. Any person who wishes to oppose the determination or interpretation of the Director of the Building Department concerning the application of the Town of Colonie Law for who seeks permission to construct or install a sign or signs other than as permitted in said Sign Law may do so only by completing the appropriate application provided therefor, which are available in the Town of Colonie Building Department.

B. For Appeals and Special Exception Sign Permits:

1. Complete one (1) Sign Permit Application for each sign and submit required information according to Section 157-13 of the Code of the Town of Colonie.
2. Complete **one request** to the Sign Review Board of a Special Exceptions Permit or Appeal to the Sign Review Board **for each** sign for as determined necessary.

NOTE: To make request for Special Exceptions Permit or Appeal to the Sign Review Board, you must have submitted a Sign Permit Application which has been disapproved by the Building Department. (see Item 1)

3. Each application for request to the Sign Review Board for a Special Exception Permit or Appeal must be completed as prescribed therein and submitted to the Town of Colonie Building Department together with the following:
 - a. **Eight (8) sets of plans** of the sign, drawn to scale (minimum 3/8" = 1'0") on minimum **8½" x 11"** sheets.
 - b. Dimensions, proposed design, colors, materials shall be indicated.
 - c. Details on any illumination source, wiring and other electrical details.
 - d. Structural details, including foundation, vertical and horizontal supports, framing, and fastening and joining methods and materials.
 - e. **Eight (8) plot plans** of the parcel on which the sign is to be placed shall also be submitted delineating property lines, street lines, building locations and dimensions of all other signs on the parcel, exact location of the proposed sign including dimensions of setbacks from property line and any obstructions in relation to the designated location of the proposed sign. (Where a parcel has more than one frontage, the primary frontage shall be designated on the plan).
 - f. One or more photographs showing location of proposed sign and surrounding areas.
 - g. Sign plans shall include a statement that the proposed sign as shown on the plans is structurally sound, and will withstand wind loads as prescribed by the Building Code of New York State. Plans shall bear the signature of the applicant, owner or designer responsible for the sign.
 - h. Fee established by the Town Board for Appeals and Special Exception Sign Permits must accompany the application. This fee is not refundable. Check should be made payable to the **Town of Colonie Building Department.**

Fee Schedule:

1st Sign	\$300.
Each additional sign	\$150.
For Not for Profit Organization (with proof of non-profit status)	\$100.