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Town Supervisor

# TOWN OF COLONIE

Building Department  
Public Operations Center  
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[www.colonie.org/departments/building](http://www.colonie.org/departments/building)

## INFORMATION FOR APPEALS AND SPECIAL EXCEPTION SIGN PERMITS

**NOTE: IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLIED WITH, YOUR PAPERWORK WILL NOT BE PROCESSED. ALL FORMS MUST BE LEGIBLE AND MUST CONTAIN COMPLETE ADDRESS INCLUDING ZIP CODE AND THE APPROPRIATE FEE(S).**

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### **APPLICATION PROCESS**

- A. Any person who wishes to oppose the determination or interpretation of the Manager of the Building Department concerning the application of the Town of Colonie Law or who seeks permission to construct or install a sign(s) other than as permitted in said Sign Law may do so only by completing the Sign Review Board Special Exception Application.
- 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 190-83 of the Code of the Town of Colonie.
  2. Complete one (1) Special Exception Application to the Sign Review Board **for each location** as determined necessary.
  3. Each Sign Review Board Special Exception Permit or Appeal application 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 8 1/2"x11" sheets. All plans must bear the seal and signature of a New York State Licensed Architect or Professional Engineer on each sheet.
    - 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 2015 International 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**.

<b>FEE SCHEDULE:</b>	<b>1<sup>st</sup> Sign</b>	<b>\$335.00</b>
	<b>Each additional sign</b>	<b>\$170.00</b>
	<b>For Not for Profit Organization</b>	<b>\$140.00</b>
	<b>(with proof of non-profit status)</b>	