



# TOWN OF GALWAY

## Code Enforcement

5910 Sacandaga Road, Galway, NY 12074

Cell (518) 514-8012 Office (518) 882-6070

mluettters@townofgalwayny.gov

## PERMANENT SIGN PERMIT APPLICATION

Portable signs shall not be permitted

- APPLICATION MUST BE FILLED OUT COMPLETELY**
- PERMIT FEE \$75** (Check made payable to *Town of Galway*, Money Order, or exact cash amount.)
- INSURANCE REQUIREMENTS:** Applicants who are the property owners must provide a current form CE- 200. All other applicants provide NYS Disability and Workers Compensation and NYS Liability insurance (minimum \$1,000,000), naming the Town of Galway as additionally insured.
- LETTER OF PLANNING BOARD APPROVAL:** An application for all permanent signs must be filed with the Planning Board for review and site approval prior to the issuance of a building permit.
- SKETCH TO SCALE:** Provide a sketch to scale of the proposed sign which indicates the graphic design, visual message, text, size, height, content of the sign, proposed lighting of the sign, and any proposed landscaping or other amenities prior to erection, alteration or relocation.
- PLANS TO SCALE:** Provide plans to scale showing the area of the sign; the position of the sign in relation to nearby buildings or structures; the location of the building, structure or lot to which or upon which the sign is to be attached or erected, and the method of illumination, if any.
- INSPECTIONS:** If sign is illuminated, a 3<sup>rd</sup> party electrical inspection. A final inspection by the Code Enforcement Office will be required before a Certificate of Compliance is issued.

### HOLD HARMLESS:

Applicant to initial:  _____
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The individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the Town of Galway, its agents and employees (hereinafter referred to as "Town"), from and against all claims, damages, losses and expense (including, but not limited to, Attorney's fees), arising out of or resulting from the performance of the work covered by this Building Permit Application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of applicant, its contractor or its employees or anyone for whom the contractor is legally liable or subcontractors.

### PROJECT DESCRIPTION:

\_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

TAX MAP ID: \_\_\_\_\_ COST OF WORK: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S NAME (if not applicant): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**CONDITIONS OF PERMIT:**

- Signs will be limited to announcement, professional, sale or service signs pertaining to Town of Galway activities only.
- Signs shall be erected and constructed in a fashion so as not to obstruct traffic, be visually obtrusive, nor detract from the value of property adjacent to that property upon which said sign is erected.
- All business signs shall be compatible within the context of its environment and with the rural and small-town character of Galway. In making such a determination during the review process, the issuing authority (Code Enforcement Officer or Planning Board) shall consider but not be limited to the following elements:
  1. Size, bulk, and mass.
  2. Texture and materials.
  3. Colors.
  4. Lighting and illumination.
  5. Orientation and elevation.
  6. Location.
  7. Proximity to streets.
  8. Design, including size and character of lettering, logos and related content.
- No sign shall be erected which, in the opinion of the Code Enforcement Officer, may cause hazardous or unsafe conditions. If such signs exist, they shall be removed upon direction of the Code Enforcement Officer following notification to the owner.
- No sign, other than an official traffic sign, shall be erected within the right-of-way of any public street or highway.

**Standards:**

- Unless otherwise provided for in this section, no sign will have more than two sides
- All signs, including wall-mounted and projecting signs, shall be securely anchored and shall not swing or move in any manner.
- All signs shall be constructed of durable materials and shall be maintained in a good condition.
- No sign shall project beyond property lines or over public sidewalk areas or vehicular traffic areas.
- No sign shall be located higher than the building to which it is attached.
- Illumination of any sign shall not produce a direct glare beyond the limits of the property.
- All wiring to freestanding signs shall be underground and/or concealed within the sign structure.
- No sign shall be illuminated by or contain flashing, intermittent, rotating, or moving lights except to show time, date, and temperature.

**Check the Town of Galway Code §115-30 *Permanent signs* for specific requirements per district of the Town.**