

Village of Roslyn
SIGN PERMIT APPLICATION

COMPLETE BOTH PAGES OF THIS APPLICATION

DATE: _____

PERMIT #: _____

PROPERTY INFORMATION:

SECTION: _____ BLOCK: _____ LOT(S): _____ ZONE: _____

PROPERTY OWNER'S BUSINESS NAME: _____

ROSLYN ADDRESS: _____

CONTACT PHONE: _____ EMAIL _____

APPLICANT (if different) LAST NAME: _____ FIRST NAME: _____

APPLICANT'S BUSINESS NAME: _____ EMAIL _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ PHONE(CELL): _____

Is this application to legalize an existing sign? YES _____ NO _____

Is the property within the Historic District? YES _____ NO _____

Will the sign have lighting? YES _____ NO _____

DIMENSIONS OF SIGN: HEIGHT: _____ WIDTH: _____ SQUARE FOOTAGE: _____

PRESENT USE OF BUILDING: _____

SIGN COMPANY:

CONTACT NAME: _____ LIC#: _____

BUSINESS NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ EMAIL _____

ATTACH COPY OF:

- SKETCH OF SIGN(S) INCLUDING COLORS, MATERIALS, WORDING AND LETTER SIZES
- LOCATION OF SIGN(S)
- 10 PHOTOS OF SIGN(S) SUPERIMPOSED ON BUILDING/SITE.

ATTACH COPY OF:

Nassau County License, Liability naming the Village of Roslyn as Certificate Holder and additionally insured, Disability (DB-120) and Workers Comp.

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OFFICE USE ONLY

Application Rec'd. By: _____ Date Received: _____

Fee Paid: _____ Date Building Dept. Approved: _____

Permit #: _____ Date Issued: _____ Approved By: _____

**VILLAGE OF ROSLYN
BUILDING DEPARTMENT
OWNER'S AUTHORIZATION**

I (we) hereby certify that:

1) The information provided on this permit application is true and correct. I understand that the Village of Roslyn will approve or deny a permit based on the information provided.

2) I agree to permit the Building Inspector and any officer or employee of the Village of Roslyn to enter upon the premises in the discharge of their duties with this application.

3) Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Completion is issued. These plans will be made available to the Building Inspector.

4) Building Inspector will be given a minimum of 48 hours' notice to make the required inspection and no work will continue until such inspection has been completed and approved.

5) Owner or his representative will be responsible to arrange for all required inspections.

State of New York]

County of Nassau]

Property Owner - Please Print

Property Owner deposes and says that he/she resides at:

in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section _____ Block _____ Lot(s) _____ situated, lying and being within the Village of Roslyn; that I/we have read and understand items 1 through 5 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby names _____ as his or her representative to file this application on his/her behalf.

Signature of Owner _____

Sworn to me this _____ day of _____ 20_____

Signature of Notary Public _____