

As Per the

**Zoning Administrator:**

All items required for  
SIGN PERMIT process  
MUST be included or  
application will not be  
accepted

No exceptions

Any questions please call the Zoning  
Administrator @ 845-297-1373, ext. 2

# TOWN OF WAPPINGER

ZONING ADMINISTRATOR

Barbara Roberti X128

CODE ENFORCEMENT

Susan Dao X126

Sal Morello, III X142

FIRE INSPECTOR

Mark Liebermann X127



SUPERVISOR

Lori Jiava

TOWN COUNCIL

William Beale  
William Ciccarelli  
John Fenton  
Michael Kuzmicz

**ZONING DEPARTMENT**  
20 MIDDLEBUSH ROAD  
WAPPINGERS FALLS, NY 12590-0324  
(845) 297-1373  
FAX: (845) 297-0579

## SIGN PERMIT APPLICATION

Application No.: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fees:**

**\*\*\*New Signs: \$150.00 plus \$3.50 per sq ft (DOUBLE if two-sided)\*\*\***

**Verbiage change only (no dimensional alterations): \$3.50 per square foot**

**Retroactive sign permit (in addition to fees above): \$250.00**

**For work commenced or completed prior to application for a sign permit**

TAX GRID NO.: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

LOCATION (Street & Number): \_\_\_\_\_

Name & Address of PROPERTY OWNER: \_\_\_\_\_

Name & Address of SIGN OWNER: \_\_\_\_\_

Name & Address of LICENSED SIGN INSTALLER: \_\_\_\_\_

**SIGN INFORMATION: (Check all that apply)**

**SPECIFICATIONS:**

Free Standing _____	Single-Faced _____	Masonite _____	Shielded Bulb _____
Wall _____	Double-Faced _____	Wood _____	Spot-Lighted _____
Easel _____	Permanent _____	Metal _____	Florescent _____
Stationary _____	Temporary _____	Plastic _____	Neon (outside) _____
Hanging _____	Non-Flashing _____	Painted _____	Neon (inside) _____
Swinging _____	Non-Revolution _____	A-Frame _____	Illuminated _____

**MEASUREMENTS:**

SETBACKS from property line(s): \_\_\_\_\_ TOTAL HEIGHT above ground: \_\_\_\_\_

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_

AREA (Square Feet): \_\_\_\_\_ X \$3.50 \_\_\_\_\_ **(DOUBLE AMOUNT if two-sided)**

**SIGN DESIGN:** All applications must be accompanied by a detailed scaled drawing showing all sign dimensions, graphic design (including lettering and pictorial matter), visual message (text, copy or content of sign), sign colors, lighting and landscaping (if proposed).

**SIGN LOCATION:** All applications must be accompanied by a plan, drawn to scale, showing the following:

**FOR FREESTANDING SIGNS:** Position of the sign in relation to adjacent buildings, structures, Roads, driveways, property lines, other signs, lighting fixtures, walls and fences.

**FOR AWNING, WINDOW, WALL or PROJECTING SIGNS:** location of the awning, window, Wall or building (as appropriate); projection from building, if relevant; proposed sign's position in relation to adjacent signs and lighting fixtures.

\*\*\*\*\***ABOVE INFORMATION MUST ACCOMPANY APPLICATION.**

Does another sign have to be removed? \_\_\_\_\_. Will sign interfere with others? \_\_\_\_\_  
If so, where? \_\_\_\_\_.

APPLICANT CERTIFIES THAT LIABILITY INSURANCE WILL BE CARRIED COVERING BOTH ERECTION AND MAINTENANCE OF SIGN AND THAT ALL REQUIREMENTS OF ORDINANCE ARE COMPLIED WITH IN ITS ERECTION.

SIGNATURE OF APPLICANT: X \_\_\_\_\_ (may be Agent, Contractor, Owner or Attorney)

TELEPHONE NUMBER(S): \_\_\_\_\_

SIGN FEE: \$ \_\_\_\_\_ (See fees above) PAID ON: \_\_\_\_\_  
CHECK # \_\_\_\_\_ RECEIPT # \_\_\_\_\_

If signs are self-illuminated, furnish Underwriters' Certificate for method of mounting.

Building source of illumination must show final electrical certificate from Town-approved Electrical Inspectors.

**I HEREBY CONSENT TO THE ERECTION OF THE SIGN DESCRIBED ABOVE: X \_\_\_\_\_**

**Owner's Signature**

**ZONING ADMINISTRATOR APPROVAL / Date**

# TOWN OF WAPPINGER



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## OWNER CONSENT FORM

TO BE FILED WHEN THE APPLICANT IS NOT THE BUILDING, SITE OR PROPERTY OWNER

BUILDING PERMIT # \_\_\_\_\_ APPLICATION # \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

GRID: # \_\_\_\_\_

Name of APPLICANT: \_\_\_\_\_  
(Person PHYSICALLY coming in to apply) (IF other than the Owner)

### ~ CERTIFICATION ~

**NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy**

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

***FAILURE TO COMPLY MAY RESULT IN COURT PROCEEDINGS.***

*I, \_\_\_\_\_, owner of the land/site/building hereby give my permission for the Town of Wappinger to approve or deny the above application in accordance with local and state codes and ordinances.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Telephone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Owner's Address

**FOR OFFICE USE ONLY**

Code Enforcement Official: \_\_\_\_\_

**Town Board Approved Agencies**

<b>NAME</b>	<b>ADDRESS</b>	<b>TEL. #</b>
<del>NY ATLANTIC-INLAND INC.</del> <del>William Jacox</del>	<del>12 Aekert Rd.</del> <del>Rhinebeck, NY 12372</del>	<del>(845) 876-8794</del>
<b>Middle Department Insp. Agency, Inc.</b> Dave Williams	(800) 873-6342 P.O. Box 474 Valatie, NY 12184	(800) 479-4504
<b>New York Electrical Inspectors</b> Greg Murad  Tom Le Jeune	HCR #4 Kelly Corners, NY 12455 P.O. Box 384 Amenia, NY 12501	(845) 586-2430 / (888) 693-4693  (845) 373-7308
<b>New York Board</b> Pat Decina	P.O. Box 1558 Wappingers Falls, NY 12590	(845) 298-6792 tel & fax.
<b>Tri-State Insp. Agency, Inc.</b> Lou Ambrosia	P.O. Box 1034 Warwick, NY 10990	(845) 986-6514
<b>Commonwealth Elect. Insp. Svcs.</b> Bill Meyer  Ron Henry	94 Long Lane Wallkill, NY 12589 2 Mallard Dr. Newburgh, NY 12550	(845) 895-2130 (845) 562-8429 tel. & fax
<b>All County Electrical Insp. Svcs., Inc.</b> Dave Scism	4725 Rt. 9G Red Hook, NY 12571	(845) 757-5916/ fax (845) 757-5688
<b>Electrical Underwriters of NY, LLC</b> Ernest C. Bello, Jr.	P.O. Box 4089 New Windsor, NY 12553	(845) 569-1759/ fax. 757-5688
<b>The Inspector, LLC</b>	7063 State Rt. 374 Chateaugay, NY 12970	(518) 497-9918 / (800) 487-0535
<b>Z3 Consultants, Inc.</b> Gary Beck	P.O. Box 363 LaGrangeville, NY 12540	(845) 471-9370 tel. & fax
<b>NY Electrical Insp. &amp; Consult., LLC</b> John Wierl	93 Beattie Ave. Middletown, NY 10940	(845) 551-8466
<b>Swanson Consulting, Inc.</b> J. O. Swanson	P.O. Box 1361 Salisbury Mills, NY 12577 Northville, NY 12134	(845) 496-4443 / fax (845) 496-5160
<b>State Wide Inspection Services</b> Frank J. Farina	21 Old Main St., Suite 203 Fishkill, NY 12524	Tel. 845-202-7224/fax (914)219-1062

**New York Certified Electrical Inspectors**

Jerry Caliendo

203 Purgatory Rd.

845-294-7695

Campbell Hall, NY 10916

John Metsger

845-339-2119

# **SIGN ORDINANCE**

**§240-29**

## **TOWN OF WAPPINGER**

**All signs must pertain to a use  
conducted on the same property on  
which they are located.**

**See §240-5 for  
Definition  
Exemptions  
How to Calculate Size**

## **Signs: Residential districts**

- **Residence sign & location:**
  - **One sign**
  - **Two (2) square feet attached to mailbox or pole or placed 5 feet from edge of pavement or sidewalk**
  - **Not illuminated**
  - **Not animated**
  - **Permit not required**
  
- **“For sale” or “For rent” sign:**
  - **One sign**
  - **Up to six (6) square feet**
  - **Min. 10 feet from edge of pavement or sidewalk**
  - **Not illuminated**
  - **Not animated**
  - **Permit not required**
  
- **SUP signs:**
  - **Subject to Planning Board approval**
  - **Illumination only during business hours**
  - **Permit Required**

## **Signs: Non-residential (commercial)**

### **Wall:**

- **One sign per retail or business affixed to wall of structure**
- **Total area of wall signage is the smaller of 2 square feet for each linear foot of building length or 100 square feet.**
- **Length of sign not to exceed 80% of the building length.**
- **No projection above roof or beyond side walls**
- **Not to face an abutting residential zone**
- **Can be illuminated**
- **Non-flashing**
- **No animation**

**Buildings on corner lots may have two (2) signs, one facing each street. (corner structure is capped at 50 square feet per sign on each of two facades)**

### **Professional & office use only buildings:**

**One building identification sign up to 25 square feet.  
PB has option to increase area to max of 35 square feet**

## **Signs: Non-residential (commercial)**

### **Permanent freestanding signs:**

- **One**
- **Max 10 feet tall**
- **One or Two back-to-back faces**
- **Facing the street**
- **Area – 25 square feet max**
- **Min 25 feet from any property line**
- **Can be illuminated**
- **No animation**
- **Flashing permitted for temp/time signs**
- **No obstruction of sight distance**
- **To be easily read**
- **To complement the site**

**\* Additional free standing sign is permitted if two or more structures part of the commercial project are separated by min. of 25 feet and located more than 125 from front property line.**

## **Signs: Non-residential (commercial)**

### **Other Categories**

**Canopy signs: one permitted - not more than 2 square feet. Mounted under canopy and not to extend beyond canopy.**

## **Signs: Non-residential (commercial)**

### **Other Categories (continued)**

**Window signs: not more than 20% of total glass area**

**Temporary signs: not permitted except as follows**

- **Exception: “for sale” or “for rent” signs**
  - Max 6 square feet
  - One for each street frontage of lot
  - Max duration – 6 months
  - Min 25 feet from any property lot line
  
- **Exception: Outdoor Sales/Promotional Event**
  - (§240-59H)
  - Permit issued by ZA allows max 50 square feet of temporary signage for a specified time up to 25 days not more than 3 times per year.

**Only directional signage is permitted in roadways, parking areas and right-of-ways.**

**A Site Plan/ SUP Applicant who is not able to meet the restrictions of the sign ordinance has two options:**

- **Refer to §240-29B. which states in part “.....*In acting on a site development plan, the Planning Board may authorize variation from these standards upon demonstration of good cause and in the interest of good design.*”**

**And/Or**

- **Apply to the ZBA for a Variance.**

**\*\*\*\*\*Any project that receives signage approval from the Planning Board must still apply for, and receive, the necessary Sign Permit(s).**