

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968



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TOWN PLANNING AND
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TOWN OF SOUTHAMPTON
JAY SCHNEIDERMAN
TOWN SUPERVISOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

TOWN OF SOUTHAMPTON SIGN PERMIT APPLICATION

{leave this area blank for approval stamp}

APPLICATION NO. (Issued by Town) # _____

Parcel's Suffolk County Tax Map # 473689(900) - _____ . _____ - _____ . _____

Location of subject property #: (Provide unit no., bldg. no., Suite #, if applicable)

No.	Street	Hamlet	Zip Code
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- Check here if a required **building permit** and certificate of commercial compliance has been issued by the Building Dept.: **Permit #** _____.
- Check here if this application is to include a request for a **“temporary business sign”** as permitted in [§330-205.I](#). Complete item #12 on page 4 (Additional \$50.00 fee required)
- Check here if you are applying for an **administrative permit** per [330-208A](#). Sign must conform to the strict provisions listed (See attached, approved color chart available upon request).

1. **Sign Name/Identification** (the business name/graphic): _____

2. **Business entity's legal name:** _____

Mailing Address: _____
Email: _____
Phone #: _____

If the name above is owned and operated by an individual, including an individual operating as a DBA, provide a copy of the Suffolk County Business Certificate to which the sign will relate and identify. Otherwise, provide a copy of the Suffolk County Business Certificate or a copy of NYS DOS Corporation/DBA documentation to which the sign will relate and identify. The Corporation and Business Entity may include business and not for profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as other miscellaneous businesses. This includes corporate or other business entity assumed names filed pursuant to General Business Law, §130. Provide name of operating entity, address, and tel. no. below:

If business entity is a corporation, partnership, etc., provide name, title, address (as filed with NYS Division of Corporations, State Records and Uniform Commercial Code) and phone number of two (2) officers or partners:

- 1) _____
- 2) _____

APPLICATION TYPE:

- Obtain Certificate of Compliance (F#) as required per §330-202 for a sign legally erected prior to the “effective date” (11/10/2004) that is 100% conforming without modification.
- Alter old sign “SP#” / #/“Z #” (amortized) to make it 100% conforming “F#”.
- Alter an amortized sign with no increase in non-conformity (P#/A# CC) or to increase conformity (old code numbering refers to amortized sign exp. date “P#”, A# & CC).
- Maintain Existing Sign with this new application (*Fee doubled for illegal signs*)
- New Application for a proposed sign Check if TEMPORARY SIGN is desired

3. **Use of premises.** Describe the prior use of the subject premises for the existing vacant space/building, _____ or, the current use by the sign applicant if occupied: _____ or, the proposed use of premises to be occupied. _____.

4. **Erecting contractor/entity.** Contractor or person who will be erecting the sign: Submit one copy of a NYS Workers Comp. Certificate (C105.2) or waiver (CE-200). (ACORD prohibited)
 Phone# _____ Name: _____
 Address _____

Sign Details (Attach required specifications, drawings, plus duplicate copies)

SIGN TYPE: Zoning District: _____

- Free standing types:
 - single-side double-sided double-pole single-pole monument
- Wall
- Window (unless exempt)
- Roof/Parapet (only where permitted, or by zoning variance)
- Awning or Canopy (separate Building Permit may be required)
- Other (describe) _____

5. **Dimensions and Area of subject sign** (use to calculate fee below):

Width ___ feet ___ inches **X Height** ___ feet ___ inches **AREA** of sign = _____ sq.-ft.

6. **FEE***: (\$50.00 min)

Note: **Round area to the nearest whole sq. ft.: ex. 19.49 = 19sf, and 19.50 = 20sf)**

***Double fee for maintaining signs that exist illegally:**

- 1) **AREA** of sign _____ sq. ft **X \$5/per sq. ft = \$ _____ (Round area to the nearest whole sq.ft.)**
- 2) **If sign erected/modified without permit**, multiply item “1” above x 2 = \$ _____
- 3) **Temporary Business Sign Add \$50.00** (only if applied for) = \$ _____
- 4) **TOTAL** (add only the applicable items “1” or “2”, & “3” above) = \$ _____

7. Façade wall and window/glazed door signs (use additional sheets as needed):

Width of building façade wall _____ ft. _____ in.

A. List all exist. wall signs and illuminated window signs on subject façade (if any) to include name, dimensions, and area:

1) Description (name or logo) _____
Width = _____ Hgt. _____ Area _____ sq. ft.

2) Description (name or logo) _____
Width = _____ Hgt. _____ Area _____ sq. ft.

B. List all existing non-illuminated window signs if more than 25% of any window area (use additional sheets as needed):

Description (name or logo) _____

Width _____ Hgt. _____ Sign Area: _____ sq. ft.

Window Area = _____ sq. ft.

8. Is this application for a permit to replace (or maintain) the face of an existing non-conforming sign of the exact same size and location with no change of business or use? See §330-202B

No **Yes** If yes, submit copy or list previous sign Certificate of Compliance or Certificate of Amortization _____ **"SDEM"** permit may be required.

9. Will (or did) the subject sign replace a legally existing sign? **No** **Yes**

Indicate permit and/or certificate numbers _____ **"SDEM"** permit required.

10. Will (or did) the subject sign include internal or external illumination (including from an existing adjacent light source)? **No** **Yes**

If yes, describe number of lights, method of attachment, type, color, placement, wattage and shielding type and color, and wiring and equipment color and location separately. Provide information on the drawings.

11. If the subject sign includes proposed illumination, or modifications to an existing light source, provide name, and address of the electrician responsible for the electric work and/or permit application. An electrical certificate is required for any existing/proposed work not covered by any other previous issued Certificate of Compliance.

Name of Electrician: _____

Tel: _____

Address: _____

12. TEMPORARY BUSINESS SIGN PERMIT:

Check box: I have read and agree to conditions stated below:

In addition to the requirements related to the standard sign permit application, the following information and specifications will be required for the review and approval of a TEMPORARY BUSINESS SIGN permit:

- 1) Submit two design drawings in compliance with the following requirements:
A temporary business sign shall be limited to four square feet in area, white non-reflective (matte finish) background with black block lettering stating the name of the business and telephone number only.

- 2) Submit two site plan drawings with the proposed location of the temporary sign and in compliance with the following requirements:
 - a) The temporary sign shall be no higher than four feet above grade unless affixed to a legally existing sign. Temporary business signs shall not be illuminated unless the sign is mounted to a legally existing sign with illumination
 - b) Temporary business signs shall be set back 20 feet from the property line or the legally permitted setback whichever is less.

- 3) A complete application and fees for:
 1. Certificate of commercial compliance (for verifying legality of commercial occupancy, compliance with any prior review Board criteria, & related)
 2. Building permit (For the purpose of reviewing occupancy, use, & construction)
 3. Sign permit (This application)

Additional requirements and limitations:

No more than one temporary business sign may be located on a parcel for each business entity and related business use legally permitted.

Each temporary business sign shall prominently display on the lower right corner on the face of such sign the sign permit application number (issued with receipt) which shall be 3/4 inch in height and shall be legible and clearly visible.

A TEMPORARY BUSINESS SIGN shall be removed immediately upon the erection of a permanent business sign permitted under an approved sign permit or 90 days from the date the temporary business sign was applied for, **whichever occurs first.**

13. Applicant's Affidavit

APPLICATION IS HEREBY MADE to the Building Division for issuance of a Sign Permit pursuant to the Southampton Town Zoning Ordinance, Chapter 330-200 through 330-220, and all amendments thereto. The Business Owner/Applicant and his/her authorized agent agree to comply with all applicable laws, ordinances and regulations governing the erection of signs.

STATE OF NEW YORK,
COUNTY OF SUFFOLK

Corp./Entity/DBA name (if applicable) : _____

(PRINT NAME, title,): _____

Tel: _____ Email: _____

Address: _____

Please check one:

- Business owner only, as applicant
- Property owner only, as applicant
- Property owner as occupying business owner, as applicant
- An agent retained as applicant (Provide identification on separate letterhead)

being duly sworn, deposes and states that he/she is the applicant above named, and that:

1) If not the applicant, the named person or entity responsible for requesting all required sign inspections is:

Name/entity /Address/ Tel. _____
_____ TEL. _____

2) That he/she is the business owner and occupant of the above mentioned business, or authorized agent of same, and that all statements contained in this application are true to the best of his/her knowledge and belief; and that he/she has read and fully familiarized himself/herself with the sign code and applicable provisions of the Code of the Town of Southampton, and will substantially comply with all requirements contained therein. ***If I am not the property owner, I understand that the property owner shall authorize my application using the attached authorization statement, or separate notarized letter.***

Read and Check Box
False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law

Applicant's Signature

Date

APPLICATION FOR SIGN PERMIT

INSTRUCTIONS

***A SEPARATE APPLICATION IS REQUIRED FOR EACH INDIVIDUAL SIGN ***

The Town of Southampton Sign Ordinance was revised in October of 2004 and is now located in Article XXII, Paragraphs §[330-200](#) through §[330-210](#) of the Town Code. Free access to the [Town Code](#) and application forms are found at: <http://www.southamptontownny.gov/311/Building-Applications-Forms> "[Application for a Sign Permit](#)".

This application must be fully completed legibly in ink. **The completed application (original plus one duplicate) along with the requirements listed below (originals and duplicates) are to be submitted to the Building Division with the required fee (checks are made payable to "Town of Southampton").** Incomplete applications may be returned.

The application will be reviewed by the Building Inspector for completeness and zoning compliance. Then it will be referred to Architectural Review Board or the Planning Division for design review (See Code §[330-208A\(2\)](#)).

Expedited "ADMINISTRATIVE SIGN PERMITS": An "administrative sign permit" review can be performed by the Building Inspector if requested by checking "yes" on **page 1** of the application, providing the sign meets the strict criteria given in §[330-208B](#) (attached).

TEMPORARY BUSINESS SIGN: Prior to obtaining a sign permit, any business may apply for a TEMPORARY BUSINESS SIGN in addition to, and as part of the standard sign permit application and as allowed per §[330-205.i](#) of the Town Code. Check the request item on **page 1** of the application, and complete **item #12 on page 4** of the application.

RENEWALS: Do not use this application form. Instead, use the "[SIGN PERMIT RENEWAL APPLICATION](#)" and submit a notarized single (1) completed application (form only) with fee, unless the approved design was modified without review and approval. Modified signs will require a new permit application and a doubled fee.

List of items to be submitted:

- ❑ Submit copies of any approvals granted by the Board of Zoning and Appeals, and/or Planning Board, if applicable to this application.
- ❑ Submit (2) Surveys or site plans showing exact location of building and location of existing and proposed freestanding signs, wall signs and other regulated signs.
- ❑ If sign is to be mounted on a building or in window, provide (2) accurately scaled drawings (use of photographs to supplement the design drawing is recommended) of the building elevation showing the exact location of the proposed sign and any existing signs.
- ❑ Provide TWO (2) accurately scaled, COLOR drawings for each new or additional sign board and sign structure showing overall dimensions, materials, embellishments, graphics, height from the ground to base and top, lettering size, font type, and dimensioned placement of any and all design elements. Include color and location of any required equipment, lighting, and conduit wiring. Include one (1) set of COLOR CHIPS of all sign colors. Include the pantone reference no. (or its equivalent) for each color used.
- ❑ The Town of Southampton is located in a 120 mph wind zone. Provide construction and fastening details for all signs. Construction and materials shall be designed to meet the minimum requirements of Section 1609 of the Building Code of the State of New York. Certification by a NYS licensed design professional may be required. See [§330-210D](#).
- ❑ If sign is to be illuminated, provide internal or external lighting details, including wattage, fixture type and color, spacing, shielding, color and location of related wiring and equipment, and any other information to show compliance with [§330-207](#) of the Town Code. (Two sets).
- ❑ Submit NYS Workers Compensation Insurance certificate from Contractor responsible for work using one of the following approved forms: C105.2, C105.21, U26.3, SI-12, or WCB approved waiver form for those who qualify, CE-200. **ACORD certificates are not acceptable.**
- ❑ Enclose Fee - \$5 per sq.-ft. \$50 minimum. Double fees if sign exists illegally. Temporary Business Signs require an additional \$50 added to the regular sign fee.
- ❑ If an existing sign with an associated certificate of compliance is to be, or was removed without a sign demolition permit, you will need to file a separate building permit (SDEM) to nullify the former certificate, and completed prior to the issuance of a certificate of compliance for the new sign. There is no fee.
- ❑ A change of use/tenancy requires that an application for a building permit, and an application for a certificate of commercial compliance be made and obtained prior to sign permit approval.

The Architectural Review Board ("ARB") meets the first and third Tuesday of each month. Since applications may take several weeks to process, the ARB recommends that applications be submitted with all necessary information a month before the sign is needed. The Board reserves the right to request additional information not specifically required by this application as may be necessary to conduct an informed review of the application. Call (631) 702-1844

After the review and approval process, the Building Inspector will issue a Sign Permit that is good for a period of one (1) year. **Signs are not to be installed until after a permit is issued.** The permit number is to be permanently displayed on the lower right hand corner of each sign per [§330-208A\(1\)](#) and shall be ¾" in height and so as to be complimentary to the overall design scheme. However, you must call the Building Department for all required inspections.

To request a final Building Inspection (Must have permit number)

Call: (631) 702-1840

Or go to: <http://www.southamptontownny.gov/BuildingInspection>.

Illuminated signs also require an **electrical permit** and separate certificate of compliance.

To request a final Electrical Inspection

Call: (631) 702-1830

or go to: <http://www.southamptontownny.gov/ElectricalInspection>.

The Building Inspector will then issue a certificate of compliance upon a satisfactory inspection and review of any required documentation and certificates. Be advised that it is a code violation, [§330-208A](#), to allow a sign to exist for more than 30 days after being erected without first having a **Certificate of Compliance** on file.



TOWN OF SOUTHAMPTON

Department of Land Management

116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

ARCHITECTURAL REVIEW BOARD

Michael Charrier

Chairperson

Phone: (631) 287-5700

Fax: (631) 287-5754

From: *Michael E. Charrier, Chairman, ARB*

Due to the difficulty, we have been having in reviewing the sign applications I want to implement the following policy & procedures in reviewing sign applications. This is in addition to the requirements listed in the existing zoning code section §[330-208-A\(1\)](#)

1. Other than preliminary applications, all sign applications must adhere to the current sign code. In such cases where exceptions are allowed, the application will have a copy of the Zoning Board of Appeals decision, and a note from the sign reviewer outlining such exceptions.
2. All colors will have a PMS color and reference numbers or equivalent, and it will be clearly indicated as such.
3. The Building Inspector charged with sign administration and enforcement will be copied on all ARB minutes and correspondence to applicants related to signage.
4. All sign designs must indicate, but not be limited to, the following:
 - (a) The type and location of fonts and other graphics
 - (b) Any design element
 - (c) The precise measurement of all lettering, to include measurements between lettering.
 - (d) Measurements of designs and the measurements between the design and the border of the sign.
 - (e) Physical samples of materials with colors applied as deemed necessary by the sign reviewer and/or the ARB
 - (f) The sign depicted upon the building, structure or lot, including scaled relationships.
 - (g) A valid survey supplemented with an accurate site plan with the sign location clearly marked and to include topographical data where freestanding signs may be affected due to changes in grade, and any other information that may assist the Board during design review. Locations of relevant structures on adjacent parcels shall be noted.
 - (h) Sign illumination details, color, type, luminosity, wattage, methods of concealment, etc.

((9f))

Unless an application is complete and containing, the above information I will not bring the application for a vote of the board.

Michael E. Charrier, Chairman

ADMINISTRATIVE SIGN PERMIT (an expedited procedure)

Is your sign eligible to be issued as an “**administrative sign permit**” as per [§330-208B](#) of the Town Zoning Law?

The design shall comply with all zoning requirements and the following design criteria:

[§330-208B](#). Administrative permits.

- (1) To encourage appropriate and compatible signage throughout the Town of Southampton, any sign meeting the provisions set forth in [§ 330-207](#), the applicable zoning requirements, and all of the following design criteria, shall receive a permit from said Department within 15 days of its receipt of a complete application seeking such expedited relief:
 - a) **Color:** maximum of three colors, one for background, a contrasting color for lettering, and a third color for borders, motifs, or letter shading to give the sign a three-dimensional look. Colors shall be muted and earth tone with a matte finish, as those terms are defined in Schedule A, Subsection (3), attached.
 - b) **Message:** Content shall be limited to the name and type of business, street number or address, and telephone number.
 - c) **Scale:** in scale with the building to which it relates and not covering any architectural details, such as arches, transom windows, moldings, columns, capitals, sills, cornices and the like.
 - d) **Materials:** wood that is either hand carved, sandblasted, flat painted, or any combination thereof.
 - e) **Illumination:** only external direct illumination from a shielded, low-intensity, white light source, not to exceed 60 watts per fixture. When two or more light fixtures are used to illuminate a sign, spacing between such fixtures shall not be less than four feet.

- (2) Signs that are subject to Planning Board review pursuant to [§330-208A\(2\)](#) are not eligible for administrative permits.















IMPORTANT MESSAGE REGARDING HOUSE NUMBERS

Southampton Town Code, [Chapter 123-10F](#) will require that all Town residents display house numbers. The law requires that you use only the number assigned by the Town. **NO OTHER NUMBER SHOULD BE DISPLAYED AND NO INSPECTIONS WILL BE DONE BY THE BUILDING DEPARTMENT AT PROPERTIES WITHOUT A HOUSE NUMBER.**

If you have a different number for postal delivery, please file a change of address with your post office immediately. If your tax bill does not list a street number, or if you have a question regarding the law or the number assigned to you, please call the Assessor's Office at 631-283-6000

Structures supporting commercial signs shall not be used to display numbers without ARB approval.

COLOR REFERENCE GUIDE FOR ADMINISTRATIVE PERMITS

Color Group	Pantone Reference # [4 Color Process; Coated (PC)]	CMYK Screen Print Percentages			
RED					
	711 PC, 229 PC, 181 PC, 187 PC	0c 100m 80y 2k	0c 100m 15y 60k	0c 74m 100y 47k	0c 100m 79y 20k
	201 PC, 193 PC, 486 PC, 200 PC	0c 100m 63y 29k	0c 100m 66y 13k	0c 47m 41y 0k	0c 100m 63y 12k
	179 PC, 492 PC, 198 PC, 7419 PC	0c 79m 100y 0k	0c 70m 66y 30k	0c 78m 33y 0k	0c 60m 45y 18k
ORANGE					
	144 PC, 166 PC, 1485 PC, 1525 PC	0c 48m 100y 0k	0c 64m 100y 0k	0c 27m 54y 0k	0c 58m 100y 10k
	137 PC, 135 PC, 158 PC, 173 PC	0c 35m 90y 0k	0c 19m 60y 0k	0c 61m 97y 0k	0c 69m 100y 4k
YELLOW					
	100 PC, 1235 PC, 7403 PC, 122 PC	0c 0m 51y 0k	0c 29m 91y 0k	0c 10m 50y 0k	0c 17m 80y 0k
	1205 PC, 7405 PC, 7407 PC, 108 PC	0c 5m 31y 0k	0c 10m 99y 0k	0c 22m 85y 11k	0c 6m 95y 0k
GREEN					
	3995 PC, 3985 PC, 397 PC, 377 PC	0c 3m 100y 64k	0c 3m 100y 41k	10c 0m 100y 11k	45c 0m 100y 24k
	361 PC, 358 PC, 583 PC, 555 PC	69c 0m 100y 0k	27c 0m 38y 0k	23c 0m 100y 17k	75c 0m 60y 55k
BLUE					
	5473 PC, 541 PC, 284 PC, 2707 PC	82c 0m 28y 52k	100c 57m 0y 38k	55c 19m 0y 0k	17c 6m 0y 0k
	656 PC, 297 PC, 2727 PC, 551 PC	9c 3m 0y 0k	49c 1m 0y 0k	71c 42m 0y 0k	27c 3m 0y 13k
	536 PC, 5285 PC, 5275 PC, 5305 PC	31c 20m 5y 0k	31c 27m 0y 20k	60c 47m 0y 30k	14c 10m 0y 6k
VIOLET					
	530 PC, 525 PC, 5205 PC, 5135 PC	18c 31m 0y 0k	84c 100m 45y 5k	50c 58m 50y 0k	47c 64m 28y 0k
	512 PC, 514 PC, 5155 PC, 513 PC	50c 100m 15y 10k	15c 50m 0y 0k	17c 29m 8y 0k	44c 83m 0y 0k
BROWN ALL SHADES					
BLACK					
GRAY ALL SHADES					
WHITE					

Note: Applications with sign colors that meet the definition of 'earth tone' or 'muted' and/or match the above Pantone® color formulation guide shall be eligible for administrative review in accordance with the provisions of the Town Code.

<p>"Muted Color"- A color (hue) that is saturated or diluted with white and/or gray to reduce the sharpness/intensity of that color.</p> <p>"Earth Tone Color"- A color to which brown and/or gray has been added to saturate the sharpness of the color. Generally, earth tone colors include, but are not limited to: beige, tan, brown, gray, forest green, and burgundy.</p>
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