

# TOWN OF SOUTHAMPTON

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

Phone: (631) 287-5700



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TOWN SUPERVISOR  
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JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

SEAN McDERMOTT  
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

## SIGN PERMIT APPLICATION CHECKLIST

***\*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: [www.southamptontownny.gov/Towncode](http://www.southamptontownny.gov/Towncode) & [www.southamptontownny.gov/Forms-Fees-ePermitting](http://www.southamptontownny.gov/Forms-Fees-ePermitting)

### REQUIRED:

- Original Application.
- Two Surveys OR Site Plans showing exact location of Building and location of existing and proposed sign.
- Two Sets of COLOR drawings 1/4" scale with elevations for proposed Sign. Plans shall be original, signed and stamped by design professional. It shall include the pantone reference number (or its equivalent) for each color used, materials, embellishments, graphics, height from the ground to base and top, lettering size, font type, and calculations to determine dimensions compliance with code.
- Submit NYS Workers Compensation Insurance, Disability and Proof of Family Leave certificates from Contractor responsible for work using one of the following approved forms: C105.2, U26.3, DB-120.1, DB-201.2, DB-155 or WCB approved waiver form for those who qualify, CE-200.
- Submit NYS Disability form.
- Original **Owner Endorsement Form (PDF)** form.
- Proof of Corporation from Property Owner.
- Open Government Disclosure Form (PDF)** for Owner And Applicant.
- Include one (1) set of COLOR CHIPS corresponding to the pantone color reference # for all sign colors.
- Photographs to supplement the design drawings.
- Architectural Review Board Form.
- Fee (checks are made out to "Town of Southampton"). \$10.00 per sq. ft. \$50.00 minimum. Double fee if sign exists without permit.

### IN ADDITION:

- Zoning Board of Approval
- Planning Approval
- Two Sets of Plans for Temporary Sign (**Additional \$50.00 fee required**)

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

***\*\*Incomplete applications are not accepted\*\****

## General Information

**Permit Process:** 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 email this Department for all required inspections. **Illuminated signs also require an electrical permit and separate certificate of compliance.** Contact the electrical department for more details by [email](#). 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.

**Sign Demo:** 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.

**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. Tel: 631-702-1844

**Plans:** must include color and location of any required equipment, lighting, and conduit wiring.

**Wind Zone:** The Town of Southampton is located in a 130 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 [S.330-207](#) of the Town Code.

**Temporary Signs:** 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 ¾ 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. [§330-205 \(l\)](#)

**Proof of Corporation, LLC, Trust, or corporate officers:** Examples: Operating agreement, Minutes listing members, documents as proof of trustees, Attorney's Opinion letter (signed & notarized) and others.

**For more information:** The Town of Southampton sign code is available in our website [www.southamptontownny.gov](http://www.southamptontownny.gov). [§330-200 through 210](#).

## IMPORTANT MESSAGE REGARDING HOUSE/BUILDING NUMBERS

The law requires that you use only the number assigned by the Town. Structures supporting commercial signs shall not be used to display numbers without ARB approval.



**TOWN OF SOUTHAMPTON**  
116 Hampton Road  
Southampton NY 11968  
(631) 287-5700 Fax: (631) 287-5754  
www.southamptontownny.gov

**Expedited Review**

SCTM # 0900 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Zoning \_\_\_\_\_ Subdivision Zoning \_\_\_\_\_  
C/O # \_\_\_\_\_  
Change Tenancy # \_\_\_\_\_  
 New Application       Work Done  
FEE \$: \_\_\_\_\_

Receipt # ..... Date.....  
Bd. Appeals # ..... Date.....  
Planning Bd. Resolution # ..... Date.....  
SHT Contractor's License #.....  
Amortization #.....

- \* **Fee based on total square footage of sign**
- \* **Fee doubled for work started/completed without approval/permits**

**APPLICATION FOR SIGN PERMIT**

**\*\*A separate application is required for each individual sign\*\***

**Owner(s) of Property:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Location of Property: \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Mailing Address for Permit:** \_\_\_\_\_

FOR DEPARTMENT USE ONLY

**TYPE OF SIGN (Check ONLY one):**

Freestanding Sign:

- Dual Pole       Single-Side       Double-Sided       Monument  
 Other: \_\_\_\_\_

- Wall (Width of building façade wall): \_\_\_\_\_ sq. ft.       Window (unless exempt)       Awning (requires a building permit)

**If applicable:**

- Temporary sign (Additional requirements, paperwork and limitations. See checklist for more information)

**Description of Proposed Sign (include logo if applicable):**

\_\_\_\_\_  
\_\_\_\_\_

**DIMENSIONS OF SIGN IN SQUARE FEET:**

Width	Height	Total Area
_____	_____	_____

**If applicable:**

**Method of Illumination:** \_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS IS HEREBY MADE** to the Department of Land Management, Building and Zoning Division, for issuance of a Sign Permit pursuant to the New York State Uniform Fire Prevention and Building Code, Southampton Town Zoning Ordinance, Chapter 330, and all amendments thereto, for the construction of sign addition or alteration, or for removal or demolition of a sign, or for any change as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

APPLICATION SUBMITTED BY: \_\_\_\_\_  Authorized Agent       Owner  
PRINT FULL NAME

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

**Original Signature of Applicant:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

FOR DEPARTMENT USE ONLY:

\_\_\_\_\_  
\_\_\_\_\_

**Town of Southampton**  
 ARCHITECTURAL REVIEW BOARD  
 SIGN APPLICATION WORKSHEET

**OFFICIAL USE:**

Approved

Denied

SCTM# 900-\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_. Zone: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Location: \_\_\_\_\_

Applicant and/or Owner \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ZONING AREA**

- Residential
- Office
- Village Business
- Highway business
- Light Industrial
- Mixed Use

**TYPE OF BUSINESS**

- Retail
- Industrial/Commercial
- Office
- Home Occupation
- Medical
- Other \_\_\_\_\_

**TYPE OF SIGN(S)**

- |                          |  |
|--------------------------|--|
| <b>Existing</b>          | <b>Proposed</b>                        |
| <input type="checkbox"/> | <input type="checkbox"/> Free Standing |
| <input type="checkbox"/> | <input type="checkbox"/> Wall          |
| <input type="checkbox"/> | <input type="checkbox"/> Monument      |
| <input type="checkbox"/> | <input type="checkbox"/> Window        |
| <input type="checkbox"/> | <input type="checkbox"/> Directory     |
| <input type="checkbox"/> | <input type="checkbox"/> Other _____   |

\*\*\*\*\*

**OFFICIAL USE ONLY**

Date(s) of A.R.B. review: \_\_\_\_\_

**Character Of The Neighborhood & Additional Information:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGN (s)**

**OK Item**

- Size(s)
- Location
- Text
- Letter style
- Colors
- Material(s)
- Lighting type
- Source shielded
- Wattage

**Findings:** \_\_\_\_\_

<u>Charrier</u>	<u>Rumph</u>	<u>Jankowski</u>	<u>Burke</u>	<u>Keyes</u>	<u>Tagliavia</u>
<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed
<input type="checkbox"/> Second	<input type="checkbox"/> Second	<input type="checkbox"/> Second	<input type="checkbox"/> Second	<input type="checkbox"/> Second	<input type="checkbox"/> Second
<input type="checkbox"/> Vote For	<input type="checkbox"/> Vote For	<input type="checkbox"/> Vote For	<input type="checkbox"/> Vote For	<input type="checkbox"/> Vote For	<input type="checkbox"/> Vote For
<input type="checkbox"/> Against	<input type="checkbox"/> Against	<input type="checkbox"/> Against	<input type="checkbox"/> Against	<input type="checkbox"/> Against	<input type="checkbox"/> Against
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

LEAD MEMBER: \_\_\_\_\_ DECISION OF BOARD: Date \_\_\_\_\_

CONDITIONAL APPROVAL: \_\_\_\_\_

Approved Date: \_\_\_\_\_, CHAIRPERSON

\*\*\*\*\*



## Town of Southampton

116 Hampton Road  
Southampton, NY 11968

**MICHAEL CHARRIER**  
Chairperson

Telephone 631 287-5700  
Fax 631 287-5754

### Architectural Review Board

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















We require 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
  - (j) Prominent numerical address for emergency services

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*

## 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.

**"Muted Color"**- A color (hue) that is saturated or diluted with white and/or gray to reduce the sharpness/intensity of that color.

**"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.