SIGN PERMIT

APPLICATION, INSTRUCTIONS & PROCEDURES

BUILDING DEPARTMENT
VILLAGE OF RYE BROOK
938 KING STREET, RYE BROOK, NY 10573
PHONE (914) 939-0668 FAX (914) 939-5801
www.ryebrook.org

All signs must conform to Village Code §250-35. Applicants seeking a sign permit must first obtain approval from the Village Architectural Review Board. Some applications may be subject to Site Plan Approval from the Village Planning Board as per §209 of Village Code. A representative of the applicant must be present at the ARB meeting which is held on the third Wednesday of every month, 7:30 p.m. at Village Hall in the main meeting room. Applications must be submitted to the Building Department by no later than the 3rd Wednesday of the month in order to be eligible for the next monthôs agenda. Please note that agendas are limited to ten (10) applications per month. Once your application receives ARB approval, the plans must then be reviewed by the Building Inspector for compliance with all applicable state and local building codes, and for issuance of the permit.

DO NOT START CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR

APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential and/or Commercial $150.00 (Application fees are non-refundable)
3. Completed & Signed Application Check List.
4. Three (3) sets of dimensioned plans depicting existing conditions and proposed signage. Plans must be signed & sealed by a NY State Registered Architect or NY State Licensed Professional Engineer.
   (one full size {maximum allowable plan size = 36ò x 42ò} and two 11òx17ò),
5. Three (3) copies of a proposed site plan and three (3) copies of a recent survey of the property are required for all freestanding signs.
6. An electronic copy (disc) of all materials submitted

PRIOR TO ISSUANCE OF THE PERMIT, THE APPLICANT MUST SUBMIT THE FOLLOWING:

1. Full payment of the sign permit fee;
   Residential = $15.00 / $1,000.00 of Construction Cost.
   Commercial = $20.00 / $1,000.00 of Construction Cost.
2. One full size and two scaled 11ò x 17ò sets of construction drawings.
3. Your contractorôs valid Westchester County Home Improvement License.
4. Your contractorôs valid proof of liability insurance.
   (Village of Rye Brook must be listed as certificate holder on the insurance form)
5. Your contractor's valid proof of workers compensation insurance.
   (Form # C105.2 or other approved NY State form / or NY State Workers Compensation Waiver)

Please note that should you fail to properly close out your permit prior to the expiration date in accordance with the law, you will be liable for the $500.00 Administrative Fee in connection with all expired permits issued after January 1, 2003. Please note that this Administrative Fee applies to each individual permit and must be remitted in addition to any other required fees associated with closing the permit, as well as any court imposed fines should a summons be issued.

It shall be the responsibility of the applicant, owner, or person in responsible charge to notify the Building Department at least 48 hours in advance to schedule all required inspections. Please note that electrical inspections are performed by the Villageôs third-party electrical inspection agency and must be scheduled by your licensed electrician. Electrical certificates, C/O application, any outstanding fees and the final survey if required must be submitted to the Building Department prior to scheduling the final inspection.

Please keep these instruction sheets throughout the duration of the job for reference.

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ARCHITECTURAL REVIEW BOARD CHECK LIST FOR APPLICANTS

This form must be completed and signed by the applicant of record and a copy shall be submitted to the Building Department prior to attending the ARB meeting. Applicants failing to submit a copy of this check list will be removed from the ARB agenda.

Job Address:_____

Parcel ID #:_____Zone:_____

Proposed Improvement (Describe in detail):

_____

_____

_____

Property Owner:_____

Address: _____

Phone #_____

Applicant appearing before the Board:

_____

Address:_____

Phone #_____

Architect/Engineer: _____

Phone #_____

Date of Submission: _____

APPLICANT CHECK LIST:

The following items must be submitted to the Building Department with the application - no exceptions.

1. ( ) Completed Application
2. ( ) Three (3) sets of sealed plans. (one full size {maximum allowable plan size = 36ò x 42ò} and two 11òx17ò)
3. ( ) Three (3) copies of the property survey.
4. ( ) Three (3) copies of the proposed site plan.
5. ( ) One electronic/disc copy of the complete application materials.
6. ( ) Filing Fee.
7. ( ) Any supporting documentation.
8. ( ) HOA approval letter. *(if applicable)*
9. ( ) Photographs.
10. ( ) Samples of finishes /color chart. *(a sample board or model may be presented the night of the meeting)*

By signature below, the owner/applicant acknowledges that he/she has read the complete Building Permit Instructions & Procedures, and that their application is complete in all respects. The Board of Review reserves the right to refuse to hear any application not meeting the requirements contained herein.

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Property Owner

_____
Print Name of Property Owner

_____
Notary Public

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Applicant

_____
Print Name of Applicant

_____
Notary Public

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FOR OFFICE USE ONLY:

Approval Date: _____ **Permit #**_____

Approval Signature: _____

Disapproved: _____

BOT Approval Date: _____ Case #_____

PB Approval Date: _____ Case #_____

ZBA Approval Date: _____ Case #_____

Other: _____

Application Fee: _____ **Permit Fees:** _____

Application #_____

ARCHITECTURAL REVIEW BOARD:

Date: _____

Chairman: _____

Secretary: _____

_____

_____

_____

****

SIGN PERMIT APPLICATION

Application dated: _____ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the construction/installation of a sign in accordance with Village Code §250-35 as per detailed statement described below.

1. Address: _____SBL: _____ Zone: _____
2. Property Use or Business Name: _____
3. Proposed Sign(s) (Describe in detail including number of signs, types & sizes): _____

   _____

   _____

   _____

   _____

4. Property Owner:_____ Address: _____

   Phone #_____Cell #_____email: _____
5. Applicant: _____Address: _____

   Phone #_____Cell #_____email: _____
6. Architect/Engineer: _____Address: _____

   Phone #_____Cell #_____email:_____
7. Sign Contractor: _____Address: _____

   Phone #_____Cell #_____email:_____
8. Will the proposed sign require a Site Plan Review by the Village Planning Board as per §209 of Village Code?
   Yes: ____ No: ____ (if yes, you must submit a Site Plan Application, & provide detailed drawings)
9. Does the proposed sign involve a Home-Occupation as per §250-38 of Village Code? Yes: ____No: ____ If yes, indicate: TIER I:____ TIER II:____ TIER III:____ (if yes, a Home Occupation Permit Application is required)
10. If building is located on a corner lot, which street does it front on: _____
11. Property frontage: _____

12. Property size: Sq. Ft.: _____ Acres: _____

13. What is the total estimated cost of construction: $_____
(The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, including any material and labor which may be donated gratis.)

14. Height from grade to highest point of sign: _____, to lowest point of sign: _____

15. Will the sign(s) require electrical work: no, yes; please describe: _____
(All electrical work requires a separate electrical permit filed by a Westchester County Licensed Electrician)

16. Estimated date of completion:_____

17. The State Workmanôs Compensation Law provides that before a Building Permit is issued, the Contractor, Owner, Architect, etc., shall produce the following information:

Name of Compensation Insurance Carrier: _____

Policy Number: _____Date of Expiration: _____

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This application must include the notarized signature(s) of the legal owner(s) of the subject property, and the applicant of record in the spaces provided. Any application not properly completed in its entirety and/or not properly signed shall be deemed null and void, and will be returned to the applicant. Please note that application fees are non-refundable.

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STATE OF NEW YORK, COUNTY OF WESTCHESTER) as:
_____, being duly sworn, deposes and states that he/she is the applicant above named,
(print name of individual signing as the applicant)
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the _____ for the legal owner and is duly authorized to make and file this application.
(indicate architect, contractor, agent, attorney, etc.)
That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Property Owner

_____
Print Name of Property Owner

_____
Notary Public

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Applicant

_____
Print Name of Applicant

_____
Notary Public

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For office use only:
PERMIT # _____
ISSUED:_____
DATE: _____
FEE: _____PAID ☐

APPLICATION FOR CERTIFICATE OF OCCUPANCY / COMPLIANCE AND CERTIFICATION OF COSTS

It shall be unlawful for an 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. §250-10.A. Code of the Village of Rye Brook

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Address: _____

Occupancy / Use: _____ Parcel ID #:_____ Zone: _____

Owner: _____ Address: _____

P.E./R.A. or Contractor: _____Address: _____

Person in responsible charge: _____Address: _____

Application is hereby made and submitted to the Building Inspector of the Village of Rye Brook for the issuance of a Certificate of Occupancy / Certificate of Compliance for the structure herein mentioned in accordance with law:

STATE OF NEW YORK, COUNTY OF WESTCHESTER as:

_____being duly sworn, deposes and says that he/she resides at_____
(Print Name of Applicant) (No. and Street)
in _____, in the County of_____ in the State of _____, that
(City/Town/ Village)
he/she has supervised the work at the location indicated above, and that the actual total cost was: $ _____,

for the construction, alteration or repair of: _____

_____

Deponent further states that he/she has examined the approved plans of the structure herein referred to for which a Certificate of Occupancy / Compliance is sought, and that to the best of his/her knowledge and belief, the structure has been erected in accordance with the approved plans and any amendments thereto except in so far as variations therefore have been legally authorized, and as erected complies with the laws governing building construction.

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Property Owner

_____
Print Name of Property Owner

_____
Notary Public

Sworn to before me this _____

day of _____, 20_____

_____
Signature of Applicant

_____
Print Name of Applicant

_____
Notary Public

250 Attachment 1

Table I
Village of Rye Brook
Permitted Signs By Type and Zoning District
[Added 10-12-1993 by L.L. No. 4-1993]

DISTRICTS:
RS = Residential, including one-family, two-family and planned unit development residential
RA-1 = Multifamily, garden apartments
OB = Office buildings, including planned unit development office building
C1 = Neighborhood retail
C1-P = Planned neighborhood retail
H-1 = Hotel

Sign Type	RS	RA-1	OB	C1	H-1	C1-P
Freestanding						
Residential[1]	P	P	NA	NA	NA	
Other	NA	P	P	P	P	
Informational[3]	A	A	A	A	A	
Building						
Building marker[2]	A	A	A	A	A	A
Canopy	NA	NA	P	P	P	P
Informational[3]	A	A	A	A	A	A
Marquee	NA	NA	P	P	P	P
Projecting	NA	NA	P	P	P	P
Residential[1]	P	P	NA	NA	NA	NA
Roof	NA	NA	P	P	P	P
Suspended	NA	NA	P	P	P	P
Wall	NA	NA	P	P	P	P
Window	NA	NA	NA	A	NA	A
Miscellaneous						
Flag	A	A	P	P	P	P
Portable	NA	NA	NA	P	NA	P
Temporary[4]	A	A	A	A	A	A

KEY:
A = Allowed
NA = Not allowed
P = Allowed only with sign permit

NOTES:
[1] No commercial message shall be allowed on a sign, except for a commercial message drawing attention to an activity legally offered on the premises.
[2] May include only the building name, the date of construction or historical data on an historic site; must be cut or etched into masonry, bronze or similar material.
[3] No commercial message of any kind shall be allowed on a sign.
[4] The conditions of § 250-35F and H of this chapter apply.

250 Attachment 2

Table II
Village of Rye Brook
Size, Location and Number of Permitted Signs
[Added 10-12-1993 by L.L. No. 4-1993]

	Freestanding				Building																						Miscellaneous			
					Building Marker		Canopy		Marquee		Informational		Projecting		Residential		Roof		Roof Integral		Suspended		Wall		Window		Flag		Portable	
Zoning District	Number	Area (square feet)	Height (feet)	Setback (feet)	Number	Area (square feet)	Number	Area	Number	Area	Number	Area (square feet)	Number	Area (square feet)	Number	Area (square feet)	Number	Area	Number	Area	Number	Area (square feet)	Number	Area	Number	Area	Number	Area (square feet)	Number	Area
RS	1	2	5	20 (see Note a)	1	2	--	--	--	--	1	1.5	--	--	1	2	--	--	--	--	--	--	--	--	--	--	1	20	--	--
RA-1	See Note b.	10	5	20 (see Note a)	1	2	--	--	--	--	See Note b.	1.5	--	--	See Note c.	2	--	--	--	--	--	--	--	--	--	--	1	20	--	--
OB	See Note d.	20	10	40 (see Note a)	1	4	1	See Note e.	1	See Note g.	See Note b.	1.5	1	2 (see Note f)	--	--	1	See Note g.	1	See Note g.	1	2 (see Note f)	1	See Note g	--1	--	1	20	--	--
C1	See Note d.	20	5	10 (see Note a)	1	4	See Note j.	See Note e.	1	See Note g.	See Note b.	1.5	See Note j.	2 (see Note f)	--	--	See Note j.	See Note g.	See Note j.	See Note g.	See Note j.	2 (see Note f)	See Note j.	See Note g.	See Note j.	See Note h.	See Note j.	20	See Note j.	10 square feet (see note i)
H-1	See Note d.	20	10	40 (see Note a)	1	4	1	See Note e.	1	See Note g.	See Note b.	1.5	1	2 (see Note f)	--	--	1	See Note g.	1	See Note g.	1	2 (see Note f)	1	See Note g.	--	--	1	20	--	--

NOTES:
a. Setback shall be the minimum of that listed or one-half (1/2) the distance measured from the edge of the road to the front of the building, whichever is less. In no case shall the sign be installed on any village, state or county right-of-way.
b. One (1) per approved vehicular access.
c. One (1) per principal entry.
d. One (1) per street frontage.
e. Twenty-five percent (25%) of the vertical surface of the face of the canopy on which the sign is placed.
f. Minimum mounting height shall be ten (10) feet above the finished grade to the bottom of the sign.
g. One and five-tenths (1.5) square feet per linear foot of building face to which the sign is to be attached, up to a maximum of thirty (30) square feet.
h. Maximum size of the sign shall be fifteen percent (15%) of the glass area or not more than twelve (12) square feet.
i. No part of the sign shall project more than three (3) feet from the face of the building.
j. One (1) per lot or per business.

Table III
Village of Rye Brook
Temporary Signs
[Added 10-12-1993 by L.L. No. 4-1993; amended 1-9-2007 by L.L. No. 1-2007; 5-26-2009 by L.L. No. 6-2009]

Sign Type	Maximum Size (square feet)	Minimum Setback (feet)	Maximum Height (feet)	Number of Signs	Time Limit
Construction (on lots two acres or less)	8	20 (see Note a)	5	1	See Note b
Construction (on lots greater than two acres and less than five acres)	32	20 (see Note a)	6	1	See Note b
Real estate	4	20 (see Note a)	3	1	N/A
Open house	4	See Note c	2	2	See Note d
Pennant	N/A	See Note c	N/A	N/A	30 days per year
Special event (private property)	12	20 (see Note a)	6	1 (see Note e)	See Note f
Tag sale (private property)	4	N/A	6	N/A	See Note g
Election	15	See Note h	6	See Note j	See Note I
Nonpolitical, noncommercial	15	See Note h	6	See Note j	See Note k

NOTES:
N/A = not applicable
a Minimum setback shall be that as listed or 1/2 the distance from the edge of the road to the front of the building, whichever is less. In no case shall the sign be on any village, county or state right-of-way.
b For the duration of construction, up to a maximum of 120 days per year.
c Not within any roadway.
d For the period of the event and not to exceed 24 hours.
e One per frontage.
f Two weeks prior to the event and to be removed within three days after the event.
g One week prior to the event and to be removed within three days after the event.
h Not within any road right-of-way.
i Removed within five days after the election day.
j Up to four signs if each sign is no greater than four square feet. If signs are between four square feet and 15 square feet, one sign per candidate or one sign per nonpolitical, noncommercial message.
k For the period such message is relevant, up to a maximum of 120 days per year.