



VILLAGE OF WASHINGTONVILLE

9 Fairlawn Drive Washingtonville, New York 10992
Office: (845) 496-3221 | Building Department: (845) 496-7727

APPLICATIONS AND PERMITS

Attached please find the following documents attached and requirements for new signage.

1. **ARB Application Fee: \$100.00.** Please submit with Application.
2. **A New Tenant Permit Application Fee: \$250.00** (Includes Fire & Safety Inspection). Tenant applications must be completed before applying for a sign. This does not require an ARB Application.
3. **Sign Permit Application Fee: \$150.00 Minimum** (See Fee Schedule) A Village Board meeting will be held to approve your ARB application (once approved, a sign permit application may be submitted along with a check to the Building Department).
4. Listing of approved historic color pallet.
5. Listing of approved light fixture selections.

****PLEASE MAKE CHECKS PAYABLE TO THE VILLAGE OF WASHINGTONVILLE****

If you have questions regarding the applications, please contact us.



VILLAGE OF WASHINGTONVILLE

9 Fairlawn Drive, Washingtonville, New York 10992

Office: 845-496-7727 | Fax: 845-496-1990

Application # _____

Date _____

Tax Map _____

Fee Amount: **\$250.00** Check # _____

Zone _____

Property Address _____

Date Approved _____

Disapproved _____

APPLICATION FOR CHANGE OF OCCUPANCY PERMIT

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Change of Occupancy Permit, pursuant to the New York State Building Construction Code for the Construction of Buildings, additions, or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations. Upon approval of this application, the Building Department will issue a Permit to the applicant.

No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.

APPLICANT INFORMATION:

Name (please print)

Address

Email Address

Telephone #

Applicant is: ☐Owner ☐Lessee ☐Agent ☐Architect ☐Engineer ☐Contractor

If applicant is corporation: name, title, and signature of duly authorized officer.

PROPERTY INFORMATION:

Location of Property where occupancy will be _____
Property Owner (If different from Applicant) Name _____

Address _____

Telephone # _____

Existing use and occupancy of property _____

Intended use and occupancy of property _____

Detailed Description of Use/Business:

FEES: \$250.00 ALL FEES ARE PAID AT THE TIME OF APPLICATION

Applicant Signature _____ Date _____

Consent of Property Owner if Applicant is not Property Owner:

I, _____, am the owner in fee of the premises described in this application and have authorized _____ to make this application on my behalf.

Property Owner _____ Date _____

It is the applicant's responsibility to call the Building Department to schedule inspection during construction and for the final Certificate of Occupancy upon completion.

**** PHYSICAL OR WINDOW SIGNAGE REQUIRES AN ARB APPLICATION ****

Village of Washingtonville Building Department: (845) 496-7727

OFFICE USE ONLY

Permit Issued Date: _____

Copy to applicant: Yes ____ No ____

Revised Date: October 23, 2025



VILLAGE OF WASHINGTONVILLE

9 Fairlawn Drive, Washingtonville, New York 10992

Phone: 845-496-7727 Fax: 845-496-1990

Application # _____

Date _____

Tax Map _____

Fee Amount: **\$150.00 Minimum**

Check # _____

Zone _____

Property Address _____

Date Approved _____

Disapproved _____

APPLICATION FOR A SIGN PERMIT

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Sign Permit. The applicant agrees to comply with all applicable laws, ordinances, and regulations. Upon approval of this application, the Building Department will issue a Permit to the applicant.

No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.

APPLICANT INFORMATION:

Name (please print)

Address

Email Address

Telephone #

Applicant is: ☐ Owner ☐ Lessee ☐ Agent ☐ Architect ☐ Engineer ☐ Contractor

If applicant is corporation: name, title and signature of duly authorized officer

PROPERTY INFORMATION:

Location of Property where sign will be _____

Property Owner (If different from Applicant) Name _____

Address _____

Telephone # _____

Existing use and occupancy of property _____

Intended use and occupancy of property _____

Detailed Description of Use/Business:

FEES: \$150.00 MINIMUM ALL FEES ARE PAID AT THE TIME OF APPLICATION

Applicant Signature _____ Date _____

Consent of Property Owner if Applicant is not Property Owner:

I, _____, am the owner in fee of the premises described in this application and have authorized _____ to make this application on my behalf.

Property Owner _____ Date _____

OFFICE USE ONLY

Permit Issued Date: _____

Copy to applicant: Yes ____ No ____

Revised Date: October 23, 2025



ARCHITECTURAL REVIEW BOARD VILLAGE OF WASHINGTONVILLE

9 FAIRLAWN DRIVE, WASHINGTONVILLE, NY 10992
OFFICE: 845-496-3221 | FAX: 845-496-1990

APPLICATION

All applications, drawings and documents must be submitted to Village Hall along with an electronic

PDF Email: Lmccormack@washingtonville-ny.gov

Applicants must include all sign details and specifics on drawings.

PLEASE DO NOT ORDER SIGNS BEFORE APPROVED

PROPERTY INFORMATION:

Business Name: _____

Address: _____

Section: _____ Block: _____ Lot(s): _____

Zoning District: _____ Dimensions (Or Acreage) of Parcel: _____

ARE YOU REQUESTING A SIGN APPLICATION FOR A DOWNTOWN STRUCTURE WITH MULTIPLES BUSINESSES:

Yes: _____ No: _____

****If YES please follow DOWNTOWN guidelines when completing application.**

SIGNAGE REQUIREMENTS FOR DOWNTOWN MULTI – BUSINESS STRUCTURES:

The Village Board has standardized signage for downtown structures with multiple businesses.

Please follow these guidelines:

- **Colors:** **BACKGROUND** in Benjamin Moore Monterey White HC-27, **FONT** in Historical Black HC-190.
- **Shape:** Rectangular.
- **Lighting:** Gooseneck lighting in **BLACK**.

SIGNAGE REQUIREMENTS FOR DOWNTOWN FREESTANDING and NON- DOWNTOWN STRUCTURES:

Please follow these guidelines:

- **Colors:** Select **2 COLORS** from attached Historical Color Pallet
- **Color Pallet Selected** (Please complete attached form): _____ Yes _____ No

SIGNAGE REQUIREMENTS FOR BROTHERHOOD PLAZA, FULTON SQUARE, WASHINGTONVILLE PHARMACY PLAZA:

Must adhere to current signage regulations for your location.

PHONE NUMBERS & HIGH OR SEMI-GLOSS FINISHES OF ANY KIND ARE NOT PERMISSABLE

REQUEST REVIEW OF:

☐ **FAÇADE**

☐ **SIGN** ☐ **WINDOW SIGNS** must use **FONT** in Benjamin Moore Monterey White HC-27 **SIGNS** can **ONLY** cover 25% of the area.

☐ **LIGHTING** | **APPLICANTS INCLUDING FIXTURES** | **SEE ATTACHED GUIDELINES**

Fixture Selection Included: _____ Yes _____ No

☐ **OTHER:** _____

Project Description: _____

Sign Shape & Dimensions: _____

Sign Materials: _____

Hardware used: _____

How will the sign be mounted: _____

APPLICANT | OWNER INFORMATION:

Applicant: _____

Business Name: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Property Owner: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Design Professional: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

Contact Person: _____

Phone #: _____ Alt. Phone #: _____

Address: _____ Email Address: _____

FEES: ARB APPLICATION: \$100.00

Amount Rec'd: \$ _____ **Check/MO Number:** _____

ARB Chairperson Approval

Date

Applicant Signature

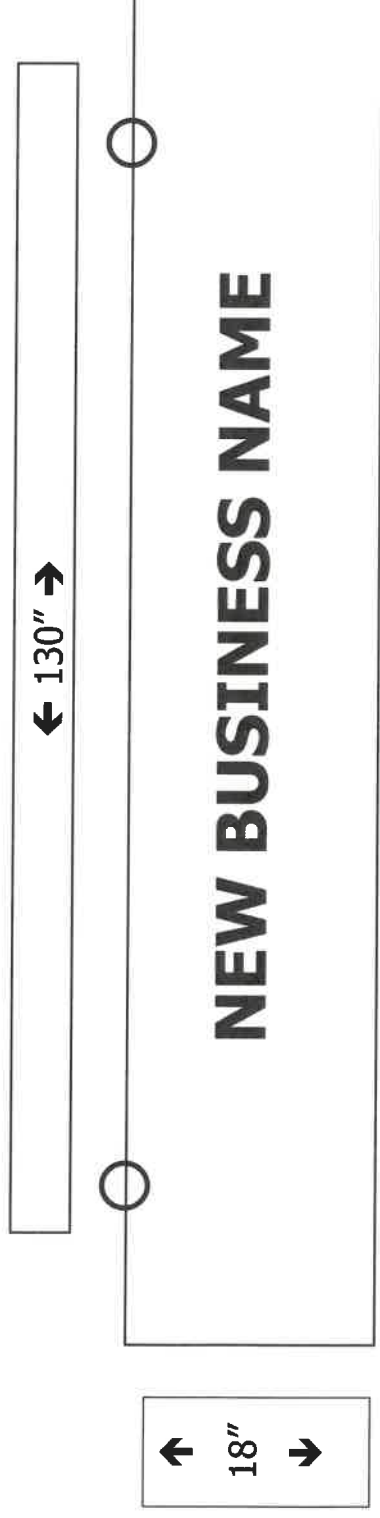
Date

OFFICE USE ONLY

Building Inspector sign reviewed: _____ (Initial's)

Revised Date: October 21,2025 **Revised By:** LM

ARB SAMPLE SIGN RENDERING



EXAMPLE OF SIGN RENDERING - PDF MUST DISPLAY & LIST:

Shape: Rectangle

Finish: Matte

Background Color: Monterey White HC27

Font Color: Black HC190

Font Used: Tahoma

Logo: Design

Lighting: Goose Neck Lighting above sign – Shown with circles – lighting is optional, if selected must be BLACK.

NOTE: This is **ONLY** an **EXAMPLE** of what your sign rendering should look like when submitting your ARB Application. **

ARCHITECTURAL REVIEW BOARD APPLICATION

LIGHTING GUIDELINES

ALL **DOWNTOWN** APPLICANTS SELECTING THE USE OF OUTDOOR FIXTURES MUST USE THE BELOW **GOOSENECK IN BLACK FINISH**



Roll over image to zoom in



DENGBEJ 10 Inch Classic Outdoor Gooseneck Light with Extended Arm - Outdoor Sign Lighting, Retro, Restaurant, Store Sign Light

Visit the DENGBEJ Store

4.0 ★★★★★ 6 ratings | Search this page

-16% \$75⁹⁹

Typical price \$89⁹⁹

FREE Returns

☐ coupon ☐ Apply \$10 coupon Shop items > | Terms

30-day refund/replacement | Product support included

Size: 10 Diameter - 1 Pc

10 Diameter - 1 Pc

10 Diameter - 2 Pack

Brand DENGBEJ
Color Black
Material Metal
Style Garden
Light fixture form Sconce

About this item

- **Classic Gooseneck Lamp Design:** This gooseneck lamp features an elegant extended-arm gooseneck design, adding a touch of sophistication to its appearance. Elegant curved handrails create a pleasing aesthetic, while the black finish adds a sleek, modern touch that complements the overall style of the barn.
- **STRONG MATERIAL:** Outdoor Sign Lighting Coated with durable powder coating to provide superior protection even in the harshest environments.
- **Light Fixture Dimensions:** The length of this light fixture is 23.5 inches, the width is 10 inches, and the height is 15 inches. (Wall Plate Size 4.95 inches)
- **Standard E26 Socket:** Compatible with any E26 medium base bulb, including LED bulbs or incandescent bulbs (bulb not included), the user-friendly bottom open design also makes it easier to replace the bulb, allowing you to install the wall light quickly and easily.
- **Wide Applications of Gooseneck Lights:** Ideal for store sign lights, barn lighting, awnings, storefronts, wall lighting and many other great applications.

[See more product details](#)

Dimensions



Lamp holder	E26	Water Proof Level	IP65
Voltage	120V AC	Lamp body color	Black
Material	Metal	Applications	Indoor/Outdoor Use



OFFICE USE ONLY

Light Selected: ____ Yes ____ No

Date Received: _____



HISTORICAL COLOR PALLET

TO BE COMPLETED BY **NON DOWNTOWN AND DOWNTOWN
FREESTANDING** STRUCTURES

PLEASE LIST YOUR COLOR SELECTION BELOW:

BACKGROUND COLOR: _____ FONT COLOR: _____

DOWNTOWN STRUCTURES WITH MULTIPLE / CLUSTERED BUSINESSES REQUIRED COLORS:

BACKGROUND: MONTEREY WHITE HC-27 **FONT:** HISTORICAL BLACK HC-190

REDS



Georgian Brick HC50



Hadley Red HC65



Garison Red HC66

BLUES



Hale Navy HC154



VanCortland Blue HC145



Phillipsburg Blue HC159

YELLOWS | GOLD



Hawthorne Yellow HC4



Princeton Gold HC14



Henderson Buff HC15

GREENS



Tate Olive HC112



Louisburg Green HC113



Georgian Green HC115

GRAYS | BLACK



Kendall Charcoal HC166



Puritan Gray HC164



Black HC190

BROWNS | TAN



Norwich Brown HC19



Whitall Brown HC69



Northhampton Putty HC89

WHITES | BEIGES



Crown Point Sand HC90



Monterey White HC27



Lancaster Whitewash HC174

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Article VI, Signs.

§ 315-25. Signs.

A. Purpose and scope.

(12)Purpose. The purpose of this chapter is to preserve, protect, promote, and advance the public health, welfare, and safety by regulating and establishing standards for the erection of signs within the Village of Washingtonville. These regulations and standards are content-neutral, which means that they are to be construed to promote no distinction between the topic discussed or the idea or message expressed on any signage. The Village's ability to attract economic development is accomplished in part by the enforcement of regulations that maintain an attractive community and streetscape, of which signs are a contributing element. A multiplicity of signs clutters the overall appearance of the Village, detracts from its visual quality, and is discouraged. The objective of promoting a visually attractive streetscape shall be balanced with the objective of ensuring that a property owner or tenant is afforded ample and adequate means of identifying the occupancy or use of a property or establishment and/or conveying information in accordance with these sign regulations.

(13)The provisions of this article shall govern the construction, alteration, repair and maintenance of all signs and outdoor display structures, together with their appurtenant and auxiliary devices. By vesting the Architectural Review Board with authority to approve or deny sign permit applications, this article expands the jurisdiction and authority of the Architectural Review Board beyond that set forth in Chapter 48 of the Code. This article is authorized and adopted pursuant to the New York State Village Law and Municipal Home Rule Law.

B. Sign permit required.

- (1) Unless otherwise permitted by this section, no person shall hereafter install, alter, enlarge, or relocate a sign without a sign permit. No sign permit shall be issued except as shown on an approved site development plan or sign plan. The Planning Board may approve any sign, in terms of location and size, shown on a site plan in accordance with the procedures set forth in Article X, Site plan review, of this Zoning Chapter, except that the sign shall require ARB approval. All signs requiring a sign permit and not reviewed by the Planning Board as part of a site plan application shall be reviewed and approved by the Architectural Review Board. A sign permit shall be issued only following submission, review and approval of a sign application and sign plan in accordance with the requirements set forth below, and payment of the required fee in accordance with the fee schedule established by the Village Board.
- (2) A sign permit shall not be issued for a sign if any other sign on the same premises and in the same ownership has been determined to be in violation of this section.
- (3) A sign permit shall not be required for the repainting or refurbishing of an existing sign when using similar colors, letters and signs. The determination of similarity shall be made by the Building Inspector.
- (4) Sign permits for temporary signs, greater than eight (8) square feet in size and limited to one (1) sign

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per property per street frontage, shall be issued without a permit fee for a period of three (3) months. Thereafter, the required fee must be paid in accordance with the fee schedule established by the Village Board. All such signs shall be removed within seven (7) calendar days of expiration of permit and must adhere to the maintenance requirements set forth in § 315-251.

- C. Sign application. A sign permit application shall be submitted to the Building Inspector and shall include the items listed below. The application shall then be forwarded to the ARB for review:
- (1) A scale drawing of the sign which shows the content, colors, and proposed location of the sign.
 - (2) A drawing with appropriate notes, describing the construction of the sign and the method of attachment to a building or the ground.
 - (3) A description or sample of the materials of which the proposed sign will be made.
 - (4) A description of the proposed method of sign illumination, if any.
 - (5) Any other information deemed necessary by the Building Inspector to determine whether the sign is consistent with the regulations set forth herein.
- D. Review.
- (1) Time period for decision. At such time that the Building Inspector deems that a complete application has been submitted with the information set forth in subsection C above, the ARB shall review all sign applications and approve, disapprove, or approve with modifications the application within thirty (30) days of receipt of a complete application. Where a sign is being approved in conjunction with a site plan, the Planning Board shall review and approve signs in accordance with the time frames established for site plan review and approval. The applicant shall submit to the Planning Board the sign information set forth in subsection C above.
 - (2) Criteria for sign plan approval. The ARB Board shall exercise discretion in approving signs in accordance with its powers and duties. If such sign or signs do not clearly and convincingly conform to the criteria of this section, the ARB shall deny the application and the applicant may pursue its remedies provided in this Chapter. Where design standards for signs are set forth for individual special uses, those standards shall apply.
 - (a) Accessory use. Signs must be clearly accessory to the uses on the lot on which they are located and are not permitted to be principal uses.
 - (b) Proportion and scale. The size and content of the sign shall be the minimum essential for legibility and for the provision of information. The scale of signs should be appropriate for the building on which they are placed and the area in which they are located. The size and shape of a sign should be proportional with the scale of the structure. For example, small storefronts should have smaller signs than larger storefronts.
 - (c) Quality. Signs shall be durable and weather resistant.
 - (d) Coordination with other signs. Signs located on a multi-tenant building shall be coordinated in design to avoid sign clutter. For buildings with multiple storefronts, signs located on individual businesses' storefronts should relate well to each other in terms of locations, height, proportion, color, and illumination. Maintaining continuity reinforces the building's

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facade composition while still retaining each business's identity.

- (e) **Colors.** Colors shall not be garish. Contrast is an important influence on the legibility of signs. A substantial contrast should be provided between the color and material of the background and the letters or symbols to make the sign easier to read during the day and night. Light letters on a dark background or dark letters on a light background are most legible. Light letters on a dark background work best for both day and nighttime use. Neon and day-glo colors are not permitted except in association with neon signs if approved by the ARB. Permissible sign colors shall be as established by the ARB.
 - (f) **Coordination with building.** Sign materials and colors should complement the materials and colors of the building on which the sign is situated or associated.
 - (g) **Architectural elements and details,** including historic building details. Many of the buildings in Washingtonville, especially in the Downtown district, exhibit architectural elements and details. Signs should not cover or otherwise interfere with design elements that contribute to the building's character. Signs shall not cover over architectural elements such as transom windows or vertical piers. Signs should fit into the building facade just as if they were one of the architectural elements. The building or storefront should be reviewed for its architectural elements that suggest a location, size, or shape for the sign. These could include the lintel band above transom windows, an entranceway that needs signage to provide direction, or display windows.
 - (i) **Typeface.** A multiplicity of different typefaces on an individual sign is discouraged. The number of lettering styles that are used on a sign should be limited to improve legibility. As a general rule, limit the number of different letter types to no more than two for small signs and three for larger signs. Intricate typefaces and symbols that are difficult to read reduce the sign's ability to communicate and effectiveness and may not be permitted by the ARB.
- E. Signs not requiring a sign permit. The following signs are allowed and may be installed and maintained without a permit, provided that they comply with the regulations of this subsection E.
- (1) Signs of or required by duly constituted governmental bodies, including traffic or similar regulatory devices and legal notices.
 - (2) Temporary signs in all districts, as follows:
 - (a) On-premise garage sale signs, provided the sign is erected on the property on which the sale is conducted and for a period not to exceed seven (7) days.
 - (b) Non-illuminated temporary "For Sale" or "For Rent" residential or commercial real estate sign concerning the premises upon which the sign is located. All such signs shall be removed within seven (7) calendar days after the sale, lease, or rental of the premises and must adhere to the maintenance requirements set forth in this article.
 - (c) Political campaign signs pertaining to candidates for public office, political parties, public referenda, or other public issues. The Village of Washingtonville encourages, but does not require, that said signs be displayed no earlier than 30 days prior to the relevant election or referendum and that they be removed no later than 7 days after such election or

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referendum. The Village encourages, but does not require, the candidate or his/her representative to designate a contact name of the person(s) responsible for erecting and removing the sign(s) and supply same to the Village Clerk.

- (3) Flags or emblems of civic organizations and governments.
 - (4) Memorial plaques, cornerstones, historical tablets and signs indicating the property's landmark designation by an authorized government agency.
 - (5) Exterior signs not visible from outside of the lot upon which they are situated.
 - (6) One identification sign containing only the name(s) of the building occupant and posted in conjunction with doorbells or mailboxes, provided that the sign does not exceed 30 square inches.
 - (7) Address or announcement signs, provided that only one such sign is installed per business or resident at each entrance to the premises and provided that the sign area does not exceed two square feet.
 - (8) One sign advertising the sale, lease or rental of the premises upon which sign is located, provided that the sign area does not exceed four (4) square feet and the sign is not located closer than 10 feet to any street or lot line.
 - (9) Cautionary signs, including but not limited to, "danger" and "no trespassing" signs, provided that the sign area does not exceed two square feet.
 - (10) Font changes on an existing sign.
 - (11) Sandwich boards, provided that the sign is of professional quality appearance and advertises only the name of the business and/or product being sold on the premises for the day it is displayed; the area of the sign shall not exceed eight (8) square feet and the sign shall not obstruct sidewalk access.
- F. Prohibited signs. Prohibited signs are signs that are not permitted in the Village of Washingtonville. Prohibited signs are as follows:
- (1) Signs that revolve or otherwise move or which utilize flashing or blinking lights or multiple illuminating units which operate alternately.
 - (2) Signs which emit noise, sounds or smoke, including audio signs.
 - (3) Signs containing obscene content.
 - (4) Signs made of cardboard, paper or similar impermanent material, except temporary signs displayed within a window area of a commercial use which shall not cover more than twenty-five percent (25%) of any window area or placed so as to obstruct the view inside the building.
 - (5) No sign shall be placed, painted or drawn on utility poles, bridges or on other road, utility structures or sign posts; or on trees, rocks or other natural features. No signs shall be placed on municipal property without the permission of the Village Board.
 - (6) No sign shall be erected, maintained or displayed which shall create a public hazard to health or safety by reason of the manner of its construction or placement or the nature of the materials used therein.

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- (7) No sign which is leased or rented for economic gain, including a sign commonly known as a billboard, shall be erected, maintained, or displayed, including those which advertise or promote any business, profession, interest or product on a lot other than upon the premises whereon such sign is situated. The Village of Washingtonville does not control or regulate billboards situated within any state highway right-of-way, provided a copy of the state approval is filed in the Building Inspector's office.
 - (8) Digital signs, except that the Village Board, upon review of the ARB, may approve digital signs in connection with any governmental or religious use.
 - (9) Roof signs.
 - (10) Any sign advertising or identifying a business or organization which is either defunct or no longer located on the premises is prohibited.
 - (11) Internally lit signs, except pre-existing signs shall be allowed to continue until the tenant for said sign has vacated the premises or the sign face is being changed.
- G. Standards for signs accessory to nonresidential uses requiring site plan or sign permit approval.
- (1) Number and Type of Permanent Signs. Schedule A regulates the number, size and types of signs allowed on properties within each zoning district in the Village of Washingtonville. A "P" indicates that the type of sign is permitted in the applicable zoning district. A "NP" indicates that the sign type is not permitted in the applicable zoning district.

SCHEDULE A PERMITTED NUMBER AND TYPE OF SIGNS BY ZONING DISTRICT			
Zoning District ►	OS, R-40, R-15, R-10, MHC, MFR	OR, AB, OC, D	GC, LIO
Permitted Number of Permanent Signs per Lot* ►	2	2	2
Sign Type ▼			
WALL SIGN – A façade sign attached parallel to a wall and not projecting more than 6 inches from same, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall and building, and which displays only one sign face.	P	P	P
PROJECTING SIGN – Any sign other than a wall sign affixed to any building, structure or wall that is wholly or partly dependent upon such building, structure or wall for support whose leading edge extends beyond such building, structure or wall more than 6 inches or is constructed perpendicular to said building, structure or	NP	P	NP

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SCHEDULE A PERMITTED NUMBER AND TYPE OF SIGNS BY ZONING DISTRICT			
wall.			
ICONIC SIGN – A façade sign projecting perpendicular from the wall of a building that is a pictorial symbol conveying the nature of a business, e.g., a barber pole, eyeglasses, boots, mortar and pestle. They are normally constructed in heavy relief or are three dimensional.	NP	P	NP
FREESTANDING SIGN – A sign supported by structures or supports that are placed on, or anchored in, the ground independent of any building and which may display up to two faces. A freestanding sign may be installed on one post, two posts on either side of the sign, or may be installed directly on the ground, i.e., a monument sign.	P	P*	P
FREESTANDING DIRECTORY SIGN – A type of freestanding sign that includes panels listing tenants in a multi-tenant building.	NP	P*	NP
WINDOW SIGN - A sign visible from a sidewalk, street or other public place, painted or affixed on glass or other window material, but not including graphics in connection with customary window display of products.	NP	P	NP
AWNING SIGN – A retractable or fixed shade-producing or weather-protection device made of flexible material, which is attached to a building or extends over a window or door identifying or advertising the business on premise.	NP	P	NP
Notes: *For any lot with a multi-use or multi-tenant building, one freestanding sign or freestanding directory sign is permitted for the building, and two signs (other than a freestanding or freestanding directory sign) shall be permitted for each tenant or use.			

(2) Design standards applicable to all signs.

(a) Illumination.

- [1] Sign lighting shall be designed and arranged so as to minimize glare and reflection on adjacent properties. Lighting shall be cast downward. Where the face of a sign is installed no more than 6 inches above ground level, lighting may be directed upward upon the sign. All lighting shall be shielded in order to focus the light upon the sign only

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- [2] Externally illuminated signs that project light onto the sign shall be permitted. The light source shall be shielded from direct view.
 - [3] Lighting shall be extinguished during times when the business is not in operation except where approved for security purposes. Lights may be required to be placed on timers to ensure this requirement is met.
 - [4] Internally illuminated box lit signs existing on the effective date of the enactment of the local law amending this section may be continued, but any new box sign shall be prohibited.
 - [5] In nonresidential zones, back-lit signs with opaque, reverse channel letters or back-lighted signs with dimensional Plexiglas letters are allowed upon ARB approval. Where said use is situated adjacent to a residential use, timers may be required by the ARB to control the hours of operation.
- (b) Materials.
- [1] Paper and injection molded plastic signs are not permitted.
 - [2] Raised surface-mounted letters of wood, steel, brass, stainless steel, bronze or PVC resin is preferred; sheet metal, finished plywood is permitted.
 - [3] Flat framed wooden signboards or synthetic resin boards with carved raised or recessed lettering or professionally-printed letters are permitted.
 - [4] Signs with gold-leaf lettering are encouraged.
- (c) No sign shall cover, wholly or partly, any wall opening, including doors and fire escapes, nor project beyond the side of the building face to which it is attached.
- (3) Wall sign design standards.
- (a) Except in the RO and LIO district, one wall sign per building or tenant is allowed on the façade facing a public street. The sign shall not conceal any part of a window and shall not extend above the roofline.
 - (b) Except in the RO and LIO district, the maximum length of a wall sign shall not exceed 70 percent of the length of the building façade fronting to the street or tenant's front façade, whichever is less. The maximum height shall not exceed two (2) feet.
 - (c) In the RO and LIO district, one wall sign per building is allowed on the façade facing the public street. The maximum length of a wall sign shall not exceed 70 percent of the length of the building façade fronting to the street, except that no wall sign shall exceed twenty (20) feet in length, nor shall the sign area exceed ten percent (10%) of the total wall area of the building space to which the sign is associated.
- (4) Projecting sign and iconic sign design standards.
- (a) One projecting or iconic sign per building or tenant is allowed on the façade facing a public street. No projecting sign shall overhang the public way beyond a line four (4) feet from the building face, and its bottom shall not be mounted above the level of the second story windowsill. The sign shall maintain a minimum clearance of eight (8) feet from the ground.

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- (b) The maximum length shall not exceed four (4) feet. The maximum height shall not exceed four (4) feet.
 - (c) The maximum sign area shall not exceed twelve (12) square feet.
 - d) Projecting signs shall be securely installed. Where a projecting sign projects into the public right-of-way, approval may be conditioned upon the applicant holding appropriate liability coverage to hold the Village of Washingtonville harmless for any action associated with the sign.
- (5) Freestanding sign and freestanding directory sign design standards.
- (a) One freestanding sign or one freestanding directory sign is allowed per principal building.
 - (b) A freestanding sign is permitted in the front yard setback but shall not overhang a property line, driveway or walkway. The Building Inspector or Planning Board may consult with the Department of Public Works or Village Engineer with regard to the placement of the sign to ensure adequate sight distance is maintained. No sign may interfere with required sight distances.
 - (c) The maximum height of the sign shall not exceed ten (10) feet from ground level to the top of the sign. The maximum length shall not exceed five (5) feet.
 - (d) The maximum sign area shall not exceed twenty-five (25) square feet per side.
 - (e) For a freestanding directory sign, each panel shall be the same dimension, no less than eight (8) inches, nor more than one (1) foot in height. The colors used for background and lettering shall be the same on each panel, and no more than three colors may be used. One panel may be larger than the remainder, but in no case shall the total of all panels exceed the maximum sign area.
 - (f) The posts to which a freestanding sign is mounted shall be stone or other masonry, metal, aluminum, wood, or resin with a minimum diameter of four (4) inches. Treated wood posts shall not be used unless painted, stained, or finished with clear polyurethane. Metal, including aluminum, posts shall only be permitted if said posts are constructed to appear like wood or other similarly natural materials, as reviewed according to the Planning Board and Building Inspector's discretion under this section. The top of the posts shall be decorative, either through an appropriate wood cut or use of finials.
 - (g) Signs shall be installed in a landscaped bed or box unless the Building Inspector determines that installation of the landscaped bed or box would interfere with traffic maneuvering or sight distance.
- (6) Window sign design standards.
- (a) One window sign is permitted per building or per tenant.
 - (b) In addition to a window sign, one LED neon sign may be permitted in the HB and D districts only. The total sign area shall not exceed six (6) square feet. Neon signs shall not outline the shape or form of any window to which it is attached.
 - (c) All signs within a window – permanent, LED neon, and/or temporary - shall not exceed 25

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percent of the total area of the window in which the signs are located.

(7) Awning sign design standards.

- (a) An awning sign may be located above an entrance or window. The height of the skirt on the extension shall not exceed eight (8) inches. An awning sign may be permitted in addition to a wall or projecting sign.
- (b) Awnings shall be constructed of a material which shall be rot, weather, and abrasion resistant.
- (c) Awnings with a single, solid color are permitted. Awning colors should complement the colors of the building. Colors that call more attention to the awning than the building are inappropriate. Preferred colors include forest green, maroon, dark blue or black.
- (d) Where awnings have been installed previously on a building, the Building Inspector may require that the same shape or color of awning be installed.
- (e) Awnings should be designed to project over individual window and door openings (i.e., mounted in the reveals of openings). Awnings that are a continuous feature, extending over several windows, doors, masonry piers, or arches, are not permitted.
- (f) Where an awning projects into the public right-of-way, approval may be conditioned upon the applicant holding appropriate liability coverage and holding the Village of Washingtonville harmless.

(8) Miscellaneous sign requirements.

- (a) Wall murals. A wall mural may be permitted at the discretion of the Village Board and is not subject to the maximum sign requirements set forth in Schedule A.
- (b) Banners in public rights-of-way. Banners, flags, and other temporary signs advertising seasonal events, e.g., a farmer market, are subject to approval of the Village Board.

H. Temporary signs. Unless exempt under subsection E, signs to be erected for short duration require sign permits which indicate the dates during which the signs may be displayed.

- (1) Such signage shall not consist of a sign prohibited by subsection F.
- (2) Such signage shall not exceed 16 square feet in total area.
- (3) Such signage shall not be displayed by an activity or business for more than 30 days total in any one calendar year on any one property. A new permit may be issued after expiration of a prior permit with Village Board approval, which will include new dates during which the sign may be displayed.
- (4) No lighting of temporary signs is permitted.
- (5) No more than one temporary sign permit may be granted to or be in effect for an applicant at any one time.
- (6) Permits for temporary signs pursuant to a site plan will be reviewed and approved by the Planning Board.
- (7) Permits for temporary signs, outside of a site development plan, will be approved and issued

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by the Village Board, provided that the guidelines and requirements of this section are followed.

(8) Any sign not removed in the time provided for above is a violation of this law. Each day such violation continues is deemed a separate and distinct violation.

- I. Maintenance and repair required. All signs must be maintained in a safe, presentable, and structurally sound condition at all times. This includes keeping the sign clean, neatly painted, and free from all hazards, such as, but not limited to, faulty wiring or loose fastenings, and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety. In the event of violation of any of the foregoing provisions, the Building Inspector shall require its removal as per subsection "J" below.
- J. Enforcement; Removal and Disposal of Signs.
 - (1) The Building Inspector of the Village of Washingtonville is hereby designated as the officer for the enforcement of the provisions of this section and is authorized to bring such criminal or civil proceedings at law in the Village Justice Court or otherwise on behalf of the Village of Washingtonville as may be necessary to compel compliance, or to pursue any other remedies available under this chapter or the laws of the State of New York.
 - (2) Removal and disposal of signs. In addition to and not in lieu of other remedies and penalties for Zoning Chapter violations, unlawful, dangerous, or ill-maintained signs may be removed by the Village pursuant to the provisions below.
 - (a) The Building Inspector shall cause to be removed any sign that endangers the public safety. If the Building Inspector shall find that any sign regulated by this section is unsafe or not properly secured, or is a menace to the public, the Building Inspector shall give written notice to the named owner of the sign and the named owner of the land upon which the sign is erected who shall remove or repair said sign within ten (10) days from the date of said notice. If the sign is not removed or repaired, the Building Inspector shall revoke the permit issued for such sign, as herein provided, and may, subject to procedures that must comply with due process, remove or repair said sign and shall assess all costs and expenses incurred in said removal or repair against the land or building on which such sign was located pursuant to Chapter 5 of the Village Code. The Building Inspector may cause any sign which is a source of immediate peril to persons or property to be removed summarily and without notice.
 - (b) Any sign existing on or after the effective date of this section which is no longer accessory to an existing activity on the premises shall be removed within sixty (60) days after the use has ceased operation or upon written notice of the Building Inspector as set forth in subsection (a) above. The Building Inspector, upon determining that any such sign exists, shall notify the owner of the premises in writing to remove said sign within thirty (30) days from the date of such notice. Upon failure to comply with such notice within the prescribed time period, the Building Inspector is hereby authorized, subject to procedures that must comply with due process, to remove or cause removal of such sign, and shall assess all costs and expenses incurred in said removal against the land or building on which such sign is located

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pursuant to Chapter 5 of the Village Code.

(c) Any sign which has been erected or altered without issuance of a valid sign permit is an illegal sign and is subject to removal, alteration and penalties as set forth in this article.

- (3) Civil penalties. Civil penalties for any violation of this section may be pursued pursuant to Village Code.
- (4) Injunctive relief. An action or proceeding in equity may be instituted in the name of the Village, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of this Article or any term or condition of any building permit, certificate of occupancy, temporary certificate, stop-work order, operating permit, order to remedy, or other notice or order issued by the Building Inspector pursuant to any provision of this Article, pursuant to Village Code. In particular, but not by way of limitation, where the construction or use of a sign or sign structure is in violation of any provision of this Article, or any stop-work order, order to remedy or other order obtained under the Code or this chapter, an action or proceeding may be commenced in the name of the Village, in the Supreme Court or in any other court having jurisdiction, to obtain an order compelling the removal of the sign or sign structure or an abatement of the violations of such provisions. No action or proceeding described in this subsection shall be commenced without authorization by the Village Board.

K. Nonconforming signs.

- (1) Any nonconforming sign, lawfully existing on the effective date of this Chapter, may continue indefinitely, except if such nonconforming sign is discontinued, removed, not maintained or structurally altered for any reason, or is deemed by the Building Inspector to be irreparably dangerous or defective, such exemption period shall terminate and shall result in the immediate removal of the nonconforming sign. Any change of use shall require removal of a nonconforming sign.
- (2) Billboards and box signs. Billboards and box signs in existence on the effective date of this section shall be allowed to continue. Once removed, box signs and billboards shall not be re-established. The installation of new billboards and box signs is prohibited.

L. Appeals. Appeal to ZBA.

- (1) The ARB shall deny any application for a sign which is not in conformity with this Article. Any person desiring to erect, maintain or display a sign not in conformity with this Article, but not a prohibited sign pursuant to this section, may apply to the Zoning Board of Appeals for relief and shall supply any and all information and specifications as shall be required by the ZBA regarding the manner of construction, materials, dimension, shape, colors, illumination and proposed location.
- (2) A property owner which has received notice that their sign is to be removed by the Building Inspector can appeal the decision to the Zoning Board of Appeals.

M. Penalties for offenses.

- (1) Any person committing an offense against any provision of this Article shall, upon conviction, be guilty of a violation pursuant to the Penal Law of the section of New York, punishable by a fine

SIGN APPLICATION
FINAL PAPERWORK
(To be filed when job is completed)

PERMIT NUMBER _____

SECTION _____ BLOCK _____ LOT _____

VILLAGE OF WASHINGTONVILLE/COUNTY OF ORANGE
OFFICE OF BUILDING INSPECTOR
AFFIDAVIT OF FINAL COST OF CONSTRUCTION

State of New York:

SS:

County of Orange:

_____ being duly sworn, deposes and says he/she is the applicant/agent named in the application for Building Permit dated _____ relating to construction or other work to be performed on, or in connection with, the premises located at _____, Village of Washingtonville.

The estimated cost stated in said application of construction or other work described therein was _____ Dollars (\$_____); the actual final cost was _____ Dollars

The said construction or other work was performed in accordance with the applicable provisions of the law.

Signature

Sworn to before me this _____ day of _____, 20____

Notary Public

Permit Fee Paid \$ _____

Filed Cost \$ _____

Final Cost \$ _____

Additional Fee Due \$ _____

Cost for work described in the application for Building Permit includes the cost of all the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost on the application, there will not be portions refunded.

NOTE: AT THE TIME OF THE FINAL INSPECTION FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, YOUR ESTIMATED COST OF CONSTRUCTION WILL BE RE-EVALUATED. THIS PROCESS MAY ADD TO YOUR ORIGINAL ESTIMATED COST OF CONSTRUCTION, THEREBY INCREASING YOUR BUILDING PERMIT FEE.