



# TOWN OF ITHACA

215 N. Tioga Street, Ithaca, N.Y. 14850

www.town.ithaca.ny.us



**CODE ENFORCEMENT - BRUCE W. BATES, DIRECTOR**

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**APPLICATION FEE \$100**

## SIGN PERMIT APPLICATION

**FOR OFFICE USE ONLY**

PERMIT NO. \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

ISSUE DATE \_\_\_\_\_

Location of Sign Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(If different than Property Owner)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### SIGN INFORMATION

Type of Sign: \_\_\_\_\_ Wall \_\_\_\_\_ Freestanding \_\_\_\_\_ Other

Size of Sign: \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height (Including supports)

Description of Illumination: \_\_\_\_\_

#### ATTACH A SCALED DRAWING THAT ACCURATELY REPRESENTS THE FOLLOWING:

- Size of the Sign
- Lettering (size, color, font)
- Location of the sign on the building or property
- Setbacks from roads, building and property lines
- North point

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant  
(If different than owner; owner signature or letter of authorization must be included)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
PERMIT APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
PERMIT DENIED BY: \_\_\_\_\_ CODE SECTION: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN REVIEW BOARD DATE: \_\_\_\_\_

ZONING BOARD OF APPEALS DATE: \_\_\_\_\_ DECISION: \_\_\_\_\_