



VILLAGE OF WARWICK INCORPORATED 1867

Alteration/Relocation of a Permanent Sign Application

Application Fee \$50.00

Paid Check # _____

Project Information	Date: _____
Applicant Name: _____	
Name of Business: _____	
Project Location: _____	Warwick, New York 10990
Mailing Address: _____	
Phone Number: _____	Alt. Phone Number: _____
Email Address: _____	
I, the applicant, am the property owner of the project location	
<input type="checkbox"/> Yes, _____	Date: _____
owner's signature	
<input type="checkbox"/> No <i>*If the applicant is not the property owner, then the applicant must present a notarized Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.</i>	

Be sure to carefully read through the application and complete all sections and provide all requested information. Any missing or incorrect information will result in delays with the application process.

Please read the Village of Warwick Zoning Code, Article VIII Signs §145-81 through §145-99, for information such as design criteria, illumination, prohibited signs, etc.

The Zoning Code is accessible on the Village's website www.villageofwarwick.org

1. For signs to be located on buildings, linear frontage of the building is required _____ feet/inches

2. Zoning district: _____
*To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>

a. The project is zoned within the Historic District: Yes No

*Please use the following link to see the Historic District boundaries:

https://villageofwarwick.org/postings/compplan/Fig4--historic_district.pdf

**For projects located within the Historic District, A Certificate of No Effect or of Appropriateness is required from the Architectural Historic District Review Board (AHDRB). The review process takes place at an AHDRB regularly scheduled meeting. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

3. Sign Design: a scaled drawing of the sign showing the following:

***For sign guidelines, please visit the Zoning Code listed above.**

- Type of sign, shape, size, and materials.
- Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
- The visual message, text, copy or content of the sign.

- d. The method of illumination, if any, including type of lamp, wattage, and the position of lighting or other extraneous devices. A photometric plan and manufacturers cut sheets showing lighting levels and potential glare from illumination may be required in accordance with § 145-91.C. and § 145-104.B.10 of the Zoning Law.
- e. Landscaping, if any, including types of vegetation, location of plantings, and planting and maintenance schedule.

4. Sign Location: a plan, drawn to scale, shall be submitted showing the following:
 - a. If a freestanding sign, a full description of the placement of the proposed sign, specifically its location on the premises, its orientation, and its position in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls, and fences.
 - b. If an awning, window, wall, or projecting sign, the placement of the proposed sign, which shall include: location on the awning, window, wall or building; the size of the awning, window, or linear footage of the building; projection from the building, if relevant; and the proposed position of the sign in relation to adjacent signs and lighting fixtures.
5. If the applicant is not the owner of the property on which the sign is to be located written permission from the property owner is required. Please refer to the Property Owner Acknowledgement Form.
6. Attach or email a typed description describing the project in detail to planning@villageofwarwick.org

The Code Enforcement Officer shall determine that the sign will meet the criteria in §145-81.D and §145-81.J. If, in the judgment of the Code Enforcement Officer, sufficient doubt exists as to whether the application can comply with the design criteria, referral shall be made to the Planning Board within ten (10) days of receipt of the application at a regularly scheduled Planning Board meeting. §145-81.B.3

The Planning Board, within ten (10) days of its receipt of an application at a regularly scheduled Planning Board meeting, for a permanent sign alteration or relocation, shall refer the application to the Architectural Historic District Review Board (AHDRB) for comment. §145-81.B.3

The AHDRB shall review the application and provide comment to the Planning Board within thirty (30) days of its receipt of the sign application. Failure of the AHDRB to provide comment to the Planning Board within thirty (30) days shall be considered as no comment on a sign application. The Planning Board shall consider the comments of the AHDRB and the application shall then consider the design criteria §145-81.B.3

(For projects located within the Historic District) The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the (Historic) district. Any building or fixture located within the district or subject to the provisions of this chapter, including light fixtures, outdoor signs, and other outdoor advertising fixtures. §7-3.B

The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

Please carefully review your application to ensure all required information is included with submission.

Any missing information will cause delays in the procedure.

Sign permits are valid for (6) months from the issue date.

Applicant Signature _____ **Date** _____

Internal Use Only

Application complete as per code Property Owner Acknowledgement Form, if applicable

Reviewed by Code Enforcement Officer, or one of similar authority

The project is zoned within the Historic District:

Yes **If yes, then the application must be submitted to the AHDRB for review at a regular scheduled AHDRB meeting. Application is to be approved, modified, or denied via motion. A Certificate of No Effect or of Appropriateness is then issued to the applicant along with a sign permit. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

Reviewed by AHDRB on _____
meeting date

Approved with modifications _____

Certificate of No Effect/Appropriateness issued

No **If no, the application can be approved by the Code Enforcement Officer if deemed appropriate. If doubt exists, the Code Enforcement Officer refers to the Planning Board, who refers to the AHDRB creating a recommendation for the Planning Board to approve, modify, or deny. All final decisions, excluding the Code Enforcement Officer, must be made via motions at regular scheduled meetings.*

Approved by Code Enforcement Officer, _____ on _____
name of licensing authority date

Referred to Planning Board on _____
date

Planning Board referred to the AHDRB via a motion on _____
meeting date

Recommendation of AHDRB

Meets aesthetics criteria

Approved with modifications _____

Concerns (attached discussion from AHDRB)

Recommendation presented to the Planning Board on _____
meeting date

Approved by Planning Board

Approved with modifications _____

Denied, reason _____

Sign Permit issued by the Code Enforcement Officer, _____ on _____
name of licensing authority date

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK
INCORPORATED 1867

**Property Owner Acknowledgement Form
(for use with sign applications)**

Project Information
Applicant Name: _____
Name of Business: _____
Address of Proposed Sign: _____

Property Owners Information
Name: _____
Mailing Address: _____
Phone Number: _____ Alt. Phone Number _____
Email Address: _____

I, _____, owner of _____,
(printed name of property owner) (address of property)

Warwick, NY 10990, grant permission to _____ to add a new sign or to
(printed name of applicant)
modify/relocate an existing sign located on my property.

Signature of Owner

Date

Form must be notarized.

State of _____

Subscribed and sworn before me this

County of _____

_____ day of _____, 20____

(signature of notary)

STAMP

This form must be completed, notarized, and presented with a New Sign Application or with an Alteration/Relocation Sign Application only if the sign applicant is not the property owner. (§ 145-81.C.6)
Missing paperwork will cause a delay in the review process.