



# VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576  
Telephone (516) 621-5600 • Fax (516) 625-8736

## APPLICATION FOR SIGN PERMIT

**Project Location:** \_\_\_\_\_ **Suite:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_ **Zone:** \_\_\_\_\_

1. Type of sign(s):  Ground  Wall  Awning  Other: \_\_\_\_\_  
 Permanent  Temporary

2. Dimensions of sign: \_\_\_\_\_ inches high x \_\_\_\_\_ inches wide x \_\_\_\_\_ inches deep

3. Will this sign be illuminated?  Yes  No

*If sign is to be illuminated, provide further details: (Note: illuminated signs must be channel lighted only)* \_\_\_\_\_

4. Text on sign(s): \_\_\_\_\_

5. Who should be the primary contact for this application?

Owner  Tenant  Contractor  Electrician  Expediter  Other \_\_\_\_\_

6. Owner(s): \_\_\_\_\_

*If owner is a corporation or association, state name of officer authorized to make this application:* \_\_\_\_\_

Phone #: \_\_\_\_\_ Email(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

7. Tenant (Company Name): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

8. Contractor (Company Name): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

9. Electrician (Company Name): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Village of East Hills License #: \_\_\_\_\_ *(Electricians must be licensed with the Village each calendar year)*

10. Expediter (Company Name): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

**FOR BUILDING DEPARTMENT USE ONLY**

Date Received: \_\_\_\_\_

ZBA Required: Approval Date \_\_\_\_\_

ARB Required: Approval Date \_\_\_\_\_

Expedited Review

**Application Fee \$ 100.00** \_\_\_\_\_

**ARB/ZBA Fee \$** \_\_\_\_\_

**Permit Fee \$** \_\_\_\_\_

**Total \$** \_\_\_\_\_

**Permit #** \_\_\_\_\_



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## APPLICATION FOR SIGN PERMIT

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**STATE OF NEW YORK, COUNTY OF NASSAU, ss.:** I state that I am the property owner or one of the property owners named in the application, and I certify that the information provided on the application is accurate and the statements are true to the best of my knowledge and belief. I understand and agree that these statements are being relied upon by a municipality; that false statements are perjurious and may result in criminal prosecution; and/or a fine of \$10,000. If there is more than one property owner, I further certify that I am authorized to act on behalf of all owners with respect to the submission of this application, and that they have been informed of all information included in this application as well as its terms and conditions. In submitting this application, I authorize any agents listed on this application to act on my behalf. I grant permission for Building Department Officials, Zoning Board members, Architectural Review Board members and other agents of the Village to enter onto the property for the purpose of performing any necessary inspections, without prior notice. I agree to comply with all rules and regulations of the Zoning and Building Code, deed restrictions, with every other provision of the law of the Village of East Hills, the Uniform Code of the State of New York.

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, New York

Application Checklist:

- 2 sets of diagrams or drawings of any proposed sign(s) indicating size, text, color(s), material(s) and any connection/structural details
- Copy of property survey (for any ground signs)
- Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured
- \$100 Application Fee (cash or check made out to 'The Village of East Hills')