



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 \$ 150.00 _____

ARB/ZBA Fee \$ _____

Permit Fee \$ _____

Total \$ _____

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
- \$150 Application Fee (cash or check made out to 'The Village of East Hills')