

Inc. Village of East Hampton
86 Main Street
East Hampton, NY 11937-2730
Telephone 631-324-4150
Fax 631-324-4189
www.easthamptonvillage.org
Application for Sign Permit

Fee: \$25
Receipt # _____

Pursuant to the provisions of Sections 278-1.A. and 278-4. of the Zoning Ordinance and Chapter 121 of the Code of the Incorporated Village of East Hampton.

Date _____

Business Owner _____

Business Name _____

Location of Business _____

Mailing Address _____

Telephone Number _____

Suffolk County Tax Map #301- _____

Sign Maker _____

Sign Maker's Mailing Address _____

Sign Maker's Telephone Number _____

Previous Tenant _____

Number of existing signs to be removed _____

Number of proposed signs _____

This application will not be considered unless all of the following information is supplied and unless proposed sign(s) meets all criteria as specified by Code:

1. Attach a sketch, drawn to scale, of your proposed sign(s) showing the following:
 - a. Exact dimensions of sign(s)
 - b. Exact size and type of lettering and what the sign(s) will say
 - c. Color(s) of lettering, background, borders, etc. (submit color sample)
 - d. Material of sign(s)
2. Linear feet of building front: _____
3. Submit a photograph(s) of the building and a sketch, drawn to scale, showing where the sign(s) will be located.
4. Is this sign(s) to be lighted? _____
If so, submit the exact location of the light fixture(s), the type of lighting, and the wattage of bulb(s).
5. Is uniform signage required for this building? _____
If so, or if you do not know, check with the Village Office for the requirements.
6. Letter of property owner's authorization attached if application submitted by an agent

In consideration of the granting of the permit requested, the applicant agrees to comply with all rules and regulations of the State Building Code and the Zoning Ordinance of the Village of East Hampton and with every other provision of law relating to the erection or alteration of said sign(s).

Applicant's Name (Please print)

Applicant's Signature

Mailing Address

Telephone Number

Disposition:

Approved () Date _____

Condition(s) _____

Denied () Date _____

Reason(s) _____

Chairman/Vice Chairman
Design Review Board

Code Enforcement Officer's Approval () Date _____

() Inspection Date _____

Signature _____

In addition to Village Code requirements, the Design Review Board has adopted the following design guidelines:

DESIGN GUIDELINES FOR SIGNS

1. Signs should be designed to be compatible with the surroundings and appropriate to the architectural character of the buildings on which they are placed.

Sign panels and graphics should relate with and not cover architectural features, and should be in proportion to them.

2. Layout should be orderly and graphics should be of simple shape, such as rectangle, circle or oval.

3. The number of colors used should be the minimum consistent with the design.

4. Illumination should be minimal and appropriate to the character of the sign and surroundings. Neon signs are not permitted. Directly illuminated, which is considered to mean internally illuminated, signs are not permitted.

5. Groups of related signs should be compatible and create a sense of harmonious appearance.

6. On a historic or architecturally unified building containing two or more commercial uses, the Design Review Board may require signage to be uniform in style and color.

7. Awning graphics shall be a single line of lettering applied directly to the awning fabric and shall be only the name of the enterprise or premises.