

MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

SIGN / AWNING PERMIT INSTRUCTIONS

- Incomplete applications will not be accepted
- All fees are non-refundable
- All signs are subject to Architectural and Site Plan Review Board approval (Public hearing is once a month, legal notice required)
- See Article IX of the Zoning Code for sign regulations. Available on village web site “www.malvernevillage.org”
- Sign Installer must be licensed with the Village
- Signage that requires a Variance from the Zoning Board of Appeals needs to file a separate Variance application after application denial.
- Signage that requires a Special Exception from the Board of Trustees needs to file a separate Special Exception application after application denial.
- Each sign / awning requires a separate application.

This Application Must Be Accompanied By:

- Permit Fee = \$125.00 (check or money order, no cash, each sign)
- Eight (8) collated sets of the following:
 - Signage / Awning shop drawings from sign manufacturer: Include height, length, overall square feet, type, font, wording, graphics, materials, frame, details of anchorage to building / ground, show and denote colors.
 - Elevation of building wall if applicable with proposed sign, exterior lighting and any other pertinent information for the village to review to ensure conformance with the zoning code. Include height to bottom of sign above grade, height to top of sign above grade, and dimensions of its location on building. Include specifications of exterior lighting if new or replaced.
 - Drawings from Signed and sealed by NYS Licensed Design Professional for frame, bracket, post, or other required structure anchorage to the building / foundation with or ground with foundation details as applicable to show conformance with the 2015 IBC with 2017 NYS Uniform Code supplement lateral, dead, and live and snow loads.
 - Plot plan and or survey showing and dimensioning location of sign on property / building from property lines.
 - Photograph of existing front elevation or area where sign will be located.
- Separate Electrical permit application required for any electrical work. Electrician must be licensed with the Village.
- Affidavit For ARB and Site Plan Review / Special Use Application Costs and Fees
- Affidavit of appearance (if necessary)
- Any work to the building shall be filed under a separate building permit
- Sign Inspection and documentation requirements form will be provided at permit pickup and must be signed by owner / applicant / contractor.

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SIGN / AWNING PERMIT

Date: _____ Section _____ Block _____ Lot _____ Permit / App # _____

Address of Project: _____ Malverne, NY 11565

Owner Name: _____ Phone: _____ Email: _____

Applicant / Tenant Name: _____ Phone: _____ Email: _____

Describe scope of work briefly (State if reusing any part of existing signage, replacing existing signage, etc.)

Check all that apply: As Built _____ New _____ Replacement _____ Number of Faces: _____

Type of sign: Wall _____ Awning _____ Ground/Pole _____ Blade _____ Other _____

Size of sign: Width _____ Height _____ Total Square Foot (per side) _____ Depth _____ Other _____

Externally Illuminated: _____ Internally Illuminated: _____ Other: _____

Contractor Name: _____ Malverne License # _____

Phone: _____ Email: _____

Signature of Contractor

Signature of Property Owner (notarized)

Signature of Applicant / Tenant

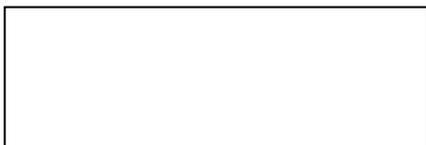
Sworn to before me this _____ day of _____ 20____

Sworn to before me this _____ day of _____ 20____

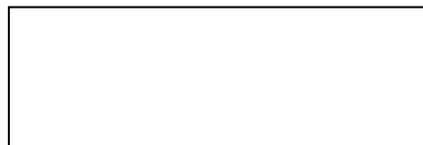
NOTARY SIGNATURE _____

NOTARY SIGNATURE _____

SEAL:



SEAL:



No registered contractor shall sign a sign / awning permit or act as an agent for a person who is not a licensed contractor in the Village of Malverne. I understand by signing below that my license in the Village of Malverne could be in jeopardy by violating the above section. Applicant certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Fire, Existing Building, Property Maintenance and all Village Ordinances for which this permit is issued. No work is to be performed until a permit has been issued by the Incorporated Village of Malverne.

For Office Use Only

Received without prejudice for the Architectural Review Board Approved: _____ Denied: _____ Date: _____

Final Sign off from Inspector: Date: _____ Inspector Name: _____



Application Approval stamp

Incorporated Village of Malverne

Building Department

99 Church Street, Malverne New York 11565-1726

Phone: (516) 599-1200 • Fax: (516) 823-0767

A F F I D A V I T

For ARB and Site Plan Review / Special Use Application Costs and Fees

STATE OF NEW YORK

COUNTY OF NASSAU

Date: _____

Application #: _____

_____, being duly sworn deposes and says, that, (I, we) are

the owner(s) of _____, Malverne, New York.

That, I/we acknowledge the applicant shall be required to pay the cost associated with engineering, environmental, architectural, legal and other consulting professionals retained by or on behalf of the Village. No architectural or site plan approval or building permit shall be issued until the applicant reimburses the Village for all such fees and expenses as per Article V 600-5.2 H, Article VII 600-7.9, Article XIII 600-13.4 and Local Law #2/2007.

That, we hereby understand we are responsible for the above referenced costs and fees and agree to pay the same upon receiving written notice of all fees due and owing.

Print Name: _____

Signature: _____

Sworn to before me this ____ day

of _____ 20__



Notary Public stamp / seal

Incorporated Village of Malverne

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AFFIDAVIT OF APPEARANCE

STATE OF NEW YORK

COUNTY OF NASSAU

Date: _____

Application #: _____

I (We), _____, owner(s) of
_____ print name

_____ Malverne, NY hereby authorize

_____, to represent me / us at the _____, 20____

Special Exception and/or Architectural Review Board hearing in connection with Application # _____ to:

By: _____

Signature

Sworn to before me this _____

day of _____ 20____

Notary Signature



Notary Public stamp / seal