



# Town of Gates

1605 Buffalo Road, Rochester, NY 14624

## Sign Permit Documentation

### 1. Sign Permit Application

Leaving blanks on the application may cause delays in processing. So, please call us if you have questions.

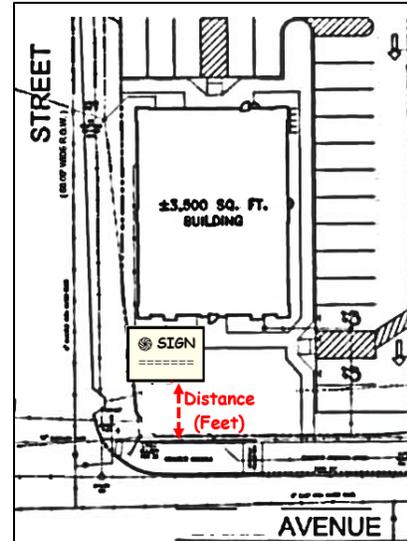
### 2. Insurance

Contractor's or Insurance from business if employees are performing the work:

1. General Liability
2. Worker's Compensation or CE-200 exemption form (Search web – New York State Certificate of Attestation of Exemption CE-200)

### 3. Maps

1. List sign locations on the Site/Survey map
2. Draw the following on the map
  - a. Freestanding Signs: Sign distance to street\*
  - b. Wall Mounted Sign: Width of building/ tenant space (that sign is being mounted to) and setback distance to street\*



### 4. Photos

- Photos of surrounding area or an aerial map of area, include street names\*
- Photos of each existing sign on premises\* or list of signs and their location with sizes in place of photo. Indicate which signs are being replaced/removed.

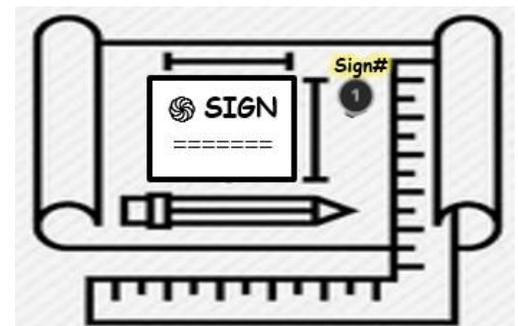
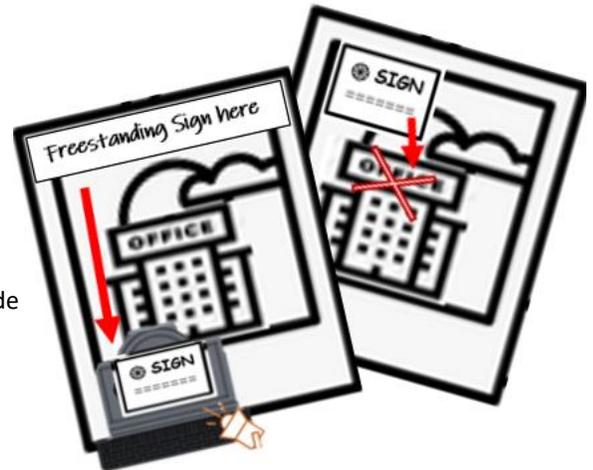
### 5. Additional Information

Complete the Sign worksheet or include the following details:

- Wall Signs: include width of building frontage/tenant space for each side that sign is being mounted on\*
- Freestanding: Include speed limit on street & # of lanes\*
- Projecting signs: Include details of existing signs and dimensions\*

### 6. Sign Plan(s)

- Design of sign(s) in color
- Sign dimensions (Width, length & height - if freestanding sign)\*
- If - Illuminated, indicate if lighting is internal/external and direction of beam\*
- If - Electronic message board, include messages, timing and transition (if applicable)\*



\* = Code requirement factors. Code details may be found at [www.townofgates.org](http://www.townofgates.org), <click> "Town Codes", Article V. Signs, §190-20 - §190-29



# SIGN WORKSHEET FOR: \_\_\_\_\_

PROPERTY ADDRESS

The following sign types have additional factors required by Town Code. Please complete the following:

## Freestanding sign(s)

Sign # corresponding to plans/permit application	Sign is facing which direction/street?	# of street lanes on the side that sign is facing? <ul style="list-style-type: none"> <li>• 2 Lanes</li> <li>• 4 Lanes</li> <li>• 6 Lanes</li> </ul>	Speed limit on street? <ul style="list-style-type: none"> <li>• 30-40mph</li> <li>• 45-50mph</li> <li>• 55mph+</li> </ul>	Yes or no questions (if yes, please include details with plans)						
				Sign will be at least 15' from property line at street?	Will sign be facing residential area?	Will sign be illuminated?	Is sign an electronic message board? (conditional use permit required)	Is this a tenant directory sign?	Is this sign for a gas station?	Are there existing Freestanding signs not being removed?
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## Wall Mounted sign(s)

Sign # corresponding to plans/permit application	How far is building to street (on the side that sign is being mounted on) <ul style="list-style-type: none"> <li>• 1' to 100'</li> <li>• 101' to 200'</li> <li>• 201' to 300'</li> <li>• 301' to 400'</li> <li>• + 400'</li> </ul>	What is the width of building or tenant space? (on the side that sign is being mounted to)	Yes=(Y) or No=(N) questions (if yes, please include details with plans)							
			Is there an existing sign not being removed on this side? If yes, please include explanation.	Will sign be facing residential area?	Will sign be illuminated?	Is sign an electronic message board? If so, please include details such as timing, transition, etc. With plans	Is this a tenant directory sign?	Is sign not facing a street?	If answered yes to previous question... Is there no entrance on side that isn't facing street?	
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## Projecting sign (Maximum of 1 projecting sign)

Sign # corresponding to plans/permit application	How many feet is sign projecting outward? (Sign projecting outward by 18" – 6)	Wall Sign SF, if existing wall sign on same side of Projecting sign	(Yes=(Y) or No=(N) questions (if yes, please include details with plans)			
			Will Sign be at Least 10' Above Grade?	Will Sign be At Least 2' From Curb?	Is any part of the sign extending above top of roof?	Are there any projecting signs not being removed?
#						

Continued on back →

## Window Signs

Window or Door#: \_\_\_\_\_ Size of Window/Door: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF Window/Door Facing: \_\_\_\_\_

Sign#	Words on Sign or Decal	Size of Sign or Decal
#		_____ x _____ = _____
#		_____ x _____ = _____
#		_____ x _____ = _____
#		_____ x _____ = _____
#		_____ x _____ = _____

Window or Door#: \_\_\_\_\_ Size of Window/Door: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF Window/Door Facing: \_\_\_\_\_

Sign#	Words on Sign or Decal	Size of Sign or Decal
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Window or Door#: \_\_\_\_\_ Size of Window/Door: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF Window/Door Facing: \_\_\_\_\_

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Window or Door#: \_\_\_\_\_ Size of Window/Door: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF Window/Door Facing: \_\_\_\_\_

Sign#	Words on Sign or Decal	Size of Sign or Decal
#		_____ x _____ = _____
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