

Sign Permit Instructions

1. Complete the Sign Permit Application Form
2. The following details about the sign need to be provided to the Architectural Review Board when you meet with them:
 - A. Free standing and/or building mounted
 - B. Full description and samples, including colors of sign background and lettering
 - C. Size of sign and lettering
 - D. Location - dimension sign location plan
 - E. Signage lighting (internally lit, up lit, down lit or unlit)
 - F. In the case of a multi-tenant commercial project, the applicant is to develop a signage plan, which all tenants must adhere to and have the plan approved by the Architectural Review Board.
3. Make an appointment to be placed on the Architectural Review Board meeting agenda by calling their Secretary, Denise Schirmer at 845-838-1498 or by emailing her at dschirmer@optonline.net. The Board meets on the 4th Thursday of each month at 7:30 p.m. in the Meeting Room at the Town House. Bring the form and sign detail information to the meeting.
4. Once the sign is approved, the applicant/owner has to go to the Building Department to pay the fee of \$150.00 and get a permit.