



VILLAGE OF MAMARONECK
BUILDING DEPARTMENT

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

Phone: (914) 777-7731

Fax: (914) 777-7792

Email: BuildingDept@vomny.org

www.village.mamaroneck.ny.us/building-department

Sign Permit Application Checklist

SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit hard copies of the below:
 - Two (2) copies of the complete sign application form.
 - A copy of the contractor's Liability Insurance Form Listing the Village of Mamaroneck as additionally Insured and as Certificate Holder.
 - A copy of the Contractor's Worker's Compensation Insurance Form (C-105.2) listing The Village of Mamaroneck as Certificate Holder.
 - A copy of the Disability Insurance Form (DB-120.1) or the NYS Waiver.
 - Sign compliance chart (to be drafted by applicant).
 - Two (2) 11 x 17 sets of plans
 - The drawings of the sign surface in detail and drawn to scale with all measurements labeled (sign height, length, projection, letter height, letter style, illumination devices, etc.). This includes a detailed line drawing of the facade of the building drawn to scale that depicts features and their measurements such as display windows, measurement showing the bottom of the sign canopy or awning over the grade of the surface of the sidewalk.
 - Neighborhood photos
 - Include photographs and color and material samples and all other additional presentation renderings must be brought to the meeting by the applicant or the application will not be heard.
 - Color and material examples (digital and physical).
 - ZBA resolution (if applicable).
 - Payment of applicable fees as listed by [fee schedule](#).

SIGN(S) REQUIREMENTS:

- Refer to Chapter [§286](#) of the Village Code for further information on sign regulations and restrictions.

IMPORTANT NOTE

- All signs require BAR approval.
 - If sign(s) do not meet code requirements, ZBA sign variance approval is required.
 - BAR/ZBA application requirements will be provided by staff once a determination on the above is made.
- Submission of an application does not constitute an approval, nor does it guarantee a place on an agenda for the meeting.
- Partially completed applications will not be accepted by the building department.



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Sign Permit Application Form

Applicant's Information

Applicant Name: _____

Applicant's Title: Business Owner Sign Fabricator Architect Agent

Applicant Email: _____

Applicant Phone Number: _____

Applicant Address: _____

Business Information

Name of Business: _____

Address: _____

Section: _____ Block: _____ Lot: _____

Zoning District: _____

Property Owner's Permission

I, _____, owner of record of the property located at

_____ Mamaroneck, NY 10543 hereby
give my permission to the applicant for the sign permit to install the approved sign upon the
premises stated herein. Furthermore, as per the Village Sign Code, I acknowledge that, as the
owner of the building that the sign applied for herein must be removed within 90 days from the
time of the business it advertises vacates the premises.

Signature of Owner

Date: _____

Sign Information

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Paint on Board | <input type="checkbox"/> Individual (pin) Letter | <input type="checkbox"/> Channel Letter on Raceway | <input type="checkbox"/> Canopy |
| <input type="checkbox"/> Individual Channel Letter | <input type="checkbox"/> External Illumination | <input type="checkbox"/> Internal Illumination | <input type="checkbox"/> Non-Illuminated |
| <input type="checkbox"/> Neon Tube | | | |

NOTE: All Illuminated Signs must comply with §286-11D of the Village Code

Dimensions

Height (not to exceed 30")	
Horizontal (not to exceed 50 ft. Or 75% of length of street frontage of business establishment)	
Projection from Building (not to exceed 10")	
Canopy Projection (not to exceed 18")	
Height of bottom of sign or canopy over the grade of the sidewalk surface	
Height of lowest point of awning over the sidewalk (no less than 7')	
Colors (not to exceed 3)	
Letter Height (not to exceed 18")	Letter Style

Freestanding Signs

Survey of property must be submitted with application for a Freestanding Sign to establish proper setbacks of building and location of proposed sign. Photographs of the building and all existing signs attached to the building must be submitted **with each copy of the application (2 sets of photographs)** for a review by the Board of Architectural Review in order to determine that the facade sign on the building is not "readily visible" from the street. Please refer to [§286-11B](#) of the Village Code for further details on freestanding signs.

Members of B.A.R must make field inspection of proposed site prior to the meeting to determine if such hardship exists and applicant qualifies for a Freestanding sign. No application for a Freestanding Sign will be accepted by the Building Department for review without the required items attached at time of submission.

PAGE FOR OFFICE USE ONLY

Fees

Performance Bond: _____

Field Inspection for Bond Release

Inspected By: _____ Date Inspected: _____

Disposition: _____