



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

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Web Site: www.saranaclakeny.gov

Instructions:

- A complete application must include a plot plan or building elevation plan and a sign sketch with size, lettering and graphics
- Incomplete applications will not be issued a permit
- Temporary sign applications may only be submitted up to 30 days in advance of the event start date, and signs must be removed after 15 days
- Sign guidelines located on page 2 - Complete standards can be found at: <https://ecode360.com/31626945>

SIGN PERMIT APPLICATION -				Project Type: <input type="checkbox"/> Permanent Sign		<input type="checkbox"/> Temporary Sign	
Project Address:			Tax Map #:				
Property Owner Name:			Applicant Name (if different):				
Address:			Address:				
City:		State:	Zip:	City:		State:	Zip:
Phone:		Email:		Phone:		Email:	

Project Description - include location on building, structure or lot - a sketch showing size, lettering and graphics MUST accompany form		
Size of Sign:	Height above sidewalk:	Setback distance from sidewalk or curb:
Date of removal (for temporary signs only, must be within 15 days of installation):		
Sign material:		
Type of Sign: <input type="checkbox"/> Replacement <input type="checkbox"/> New <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated		

Property Owner Signature(required): _____ Date: _____

Applicant Signature(if different): _____ Date: _____

SIGN DESIGN STANDARD GUIDELINES

Materials in sign composition: All principal and supplemental use signs shall be constructed of wood or metal or a composite material of similar texture, appearance and durability. The lettering shall be restricted to raised, painted, indented or carved characters or designs on the sign.

SIGN TYPE	MAXIMUM AREA	LOCATION	OTHER STANDARDS
WALL SIGN	2 Sq. Ft of area for every lineal foot of building frontage	Minimum 10 Ft. above ground. Not to extend above 2 nd floor window sill line.	Must not cover wall openings or extend beyond end of wall
GROUND SIGN	50 Sq. Ft.	Maximum 16 Ft. above ground or street level.	Must not be in public ROW
ROOF SIGN	2 Sq. Ft of area for every lineal foot of building frontage	Not to extend beyond ends of roof	Special Use Permit approval required
PROJECTING SIGN	8 Sq. Ft	Minimum 10 Ft. above ground and 15 Ft. above public drives. Not to extend above 2 nd floor window sill line.	Minimum setback 18" from curblines.
WINDOW SIGN	Maximum 30% of area of window.	Allowed on ground floor windows only.	Sign may be internally illuminated. Blinking, flashing and chasing lights prohibited.
OFF-PREMISES SIGN	6 Sq. Ft.	Must not be in public ROW.	Lighting not permitted.
MOVABLE (sandwich board)	8 Sq. Ft.	Must not encroach in public clear path width.	Displayed during business hours.
TEMPORARY (banners/flags)	Sized per area for type as above	Must not obstruct traffic.	Maximum once/year for 15 days

Temporary signs permitted on Village property at the following locations only:

- Ampersand Park – Must be attached to fence, limited to a total of 4 signs at a time.
- Prescott Park – Must be located close to Brandy Brook but not within 5 Ft. of the sidewalk.
- William Morris Park - Attached to the fence of basketball court, limited to a total of 2 signs at a time, sign size 2 Ft. x 3 Ft. max.
- Riverfront Park - Must be installed on the existing sign structure at intersection of Church Street & River Street. Limited to 1 sign at a time.