# VILLAGE OF HUNTER

# PO Box 441

Hunter, New York 12442-0041 Telephone: (518) 263-4020 Fax: (518) 263-4288

# **SIGN PERMIT APPLICATION**

<u>Complete all parts and leave no blank spaces.</u>
<u>Please print or type.</u>

Temporary (dates of du	ration, day/month, year)
From:	To:
Name of Business:	
Duringer	
Mailing Address:	
	hours):
Property Location:	
Building #:	
Building #:	
Building #: Street:	
Building #: Street:  Property Owner's Name:	
Building #: Street:  Property Owner's Name: Address:	
Building #: Street:  Property Owner's Name: Address:	

-	type of variance requested? type of variance requested:		No
n yes,	type of variance requested.		
Basis f	For request:		
Numbe	er of signs to be posted with permit	(2 allowed):	
	ne sign(s) be illuminated or lighted? how (each sign) 1		No
	2		
Will a	sign be double-sided?	Yes	No
What v	will the sign(s) be made of (each sign		
2.			
How w	vill the sign(s) be mounted (each sig	•	
2.			
What a	are the sign(s) predominate colors (e	<b>9</b> ,	
2.			
Attach a. b.	a sketch or photo and <u>detail all of the</u> each sign's dimensions (vertical an each sign's location on the property	d horizontal);	
c. d. e.	the height from the bottom edge of the height to the top of each sign areach sign's distance from the proper	each sign to the ground nd to the top of adornme	ents;
f.	show all of each sign's content: wo		

14)	HAS APPROVED THIS APPL	ICATION.
	A \$50 fee must be submitted wi	ith this application
	Please check and fill in:	] Check # [ ] Cash
appli appli which	cant is the owner of the lands u cant assumes all responsibility for	ermit has represented to the Village of Hunter that the upon which this sign shall be erected. The undersigned is the accuracy of this representation and for any damages are event that this representation is not accurate and further ast all such damages.
		Signature of Applicant
		Date
		Signature of Building Inspector
		Date

# VILLAGE OF HUNTER Local Law No. 2 of the year 2011

A local law modifying Local Law No. 2 of 1994, cited as the "Village of Hunter Sign Law"

Be it enacted by the Village Board of Trustees of the Village of Hunter as follows:

# 1. TITLE

This local law shall be known as the "Village of Hunter Sign Law."

#### 2. PURPOSE

The Village of Hunter recognizes that unregulated construction and placement of signs within the Village of Hunter is a detriment to the safety and general welfare of the citizens of the Village, as well as a detriment to the nature and character of The Village and its rural, natural setting. The purpose of this local law is to protect against unsafe sign construction and placement and to preserve the nature and character of the Village of Hunter as a rural setting and the quality of life of the residents and visiting public.

#### 3. DEFINITIONS

#### A. "SIGN" shall mean:

- any material, structure, or device, or part thereof, composed of lettered or pictorial matter which is located out-of-doors, or on the exterior of any building, or in-doors as a window sign, displaying an advertisement, announcement, notice or name, and shall include any declaration, demonstration, display, representation, illustration, or insignia used to advertise or promote the interests of any person, business, or cause, when such is placed in view of the general public.
- 2) Any exterior device constructed, erected, affixed, or placed within the Village of Hunter upon any building, pole, mounting surface or structure, or upon any land, for the purpose of attracting public attention, including any device comprised of separate letters, which are affixed, mounted, or otherwise arranged for the purpose of attracting public attention.
- 3) Any such devise which is painted or affixed on glass or other window material, or located inside a building as part of a window display or within four (4) feet of any window and which is readily visible from a sidewalk, street, or other public place.

- 4) Any interior light or lights, or portion of window display, which flashes or emits intermittent light or light of varying intensity, and which is visible from any street, neighboring property, or public way.
- Any leaflet, booklet, flyer, or advertising material permanently or temporarily affixed to or placed upon any vehicle, building, doorstep, doorknob, pole, or any other type of mounting surface, or any such material distributed by hand or any other mechanism, other than postal delivery.
- Any poster, tethered balloon, anti-aircraft light, painting, leaflet, flyer, advertising paper, or any other contraption or device whose placement is intended to attract public attention.
- B. "FREE-STANDING SIGN" shall mean any sign not attached or part of any building, but separate and permanently affixed by any other means, in or upon the ground, including, but not limited to, pole signs, pylon signs, and masonry wall-type signs.
- C. "OFF-PREMISES SIGN" shall mean any sign unrelated to a business or a profession conducted, or to a commodity or service sold or offered, upon the premises where such sign is located.
- D. "PROJECTED SIGN" shall mean any sign which is attached to the building wall or structure and which extends horizontally more than fifteen (15) inches from the plane of such wall, or a sign, which is perpendicular to the face of such wall or structure.
- E. "REPRESENTATIONAL SIGN" shall mean any three-dimensional sign built so as to physically represent the object advertised.
- F. "WALL SIGN" shall mean any sign which is painted on or attached to the outside wall of a building, including attachment of individual lettering, where the face of the sign is in parallel plane to such wall and does not extend more than fifteen (15) inches from the face of such wall.
- G. "WINDOW SIGN" shall mean any sign visible from a sidewalk, street, or other public place, painted or affixed on glass or other window material, or located within four feet of the window.
- H. "WINDOW LETTERING" shall mean that type of window sign, including product announcement, which is painted or affixed to window glass in separate or individual letters or graphics.
- I. "TEMPORARY SIGN" shall mean any sign which will be erected for not more than twenty-one (21) days.
- J. "BUSINESS-NAME SIGN" shall mean any sign which depicts, shows or otherwise contains the name or identifiable logo or markings of a commercial establishment.
- K. "PRODUCT ANNOUNCEMENT" shall mean a type of sign consisting of any paper, placard, banner or other device displaying written or graphic material identifying a type of product or merchandise, or brand-name of a manufacturer of such merchandise.
- L. "NOTICE" shall mean a type of sign consisting of any paper, placard, banner or other device displaying written or graphic material identifying or announcing an event, including a business opening or closure, or hours or days of operation or sale.
- M. "LIGHTS OR LIGHTING" shall mean any lights which are part of any sign, or are used to illuminate any sign.

- N. "SIGN DIRECTORY" shall mean a listing of two or more business enterprises, consisting of a matrix and sign components.
- O. "COMMUNITY BULLETIN BOARD" shall mean a cork, wood, glass or other display surface, which is located out-of-doors or on the exterior of any building when such is placed in view of the general public or when located in-doors as a window sign and shall include storefront windows.
- P. "REALTY SIGNS" shall mean a sign advertising the availability for sale, lease or rental of a realty subdivision, a parcel of land, or a lot or improvements thereto, during the period of such availability.

# 4. PERMIT REQUIRED

- A. No sign may be constructed, erected, affixed, placed, changed, or otherwise used within the Village of Hunter without approval of such action from the Village of Hunter Planning Board unless specifically exempted herein. Such approval shall be by application to the Village of Hunter Planning Board, which shall determine after review whether a permit shall be approved for issue by the Village of Hunter Code Enforcement Officer.
- B. Any sign permit application must be submitted to the Village of Hunter Planning Board at least two weeks before the next regularly scheduled meeting of the Village of Hunter Planning Board.
- C. All signs being maintained in the Village of Hunter upon the effective date of this local law shall require a permit review pursuant to the terms of this local law. Subsequent to enactment of this local law, any pre-existing sign which shall have been determined to be prohibited or in violation of Local Law #3-90 and/or Local Law #2-94, the Village of Hunter Sign Law, and the responsible party having been officially notice of such status as directed by said law, shall not be eligible for any period of amortization. Any amortization period duly running at the time of enactment of this local law, but shall continue to run from the date and time any such sign began its original amortization period.

# 5. MODIFICATION OR REPLACEMENT

A. No sign now existing or hereafter erected shall be modified, altered, changed or replaced except for recoating of approved and existing background or lettering, without approval and permit pursuant to the terms of this local law.

# 6. APPLICATION FOR SIGN PERMIT

- A. Applications for sign permit shall be available at Hunter Village Hall, Said application is to be completed by the party occupying the premises upon which the sign is to be constructed or placed. Any application submitted by a tenant or lessee must be approved by the property owner. An application fee of fifty dollars (\$50.00) must be paid upon submitting said application. If the permit is denied, twenty-five dollars (\$25.00) shall be refunded to the applicant.
- B. The application shall contain, at a minimum, the following:
  - 1) Name and address of applicant;
  - 2) Name and address of the property owner.

- a. In the event the applicant is a tenant or lessee, a letter of
  authorization from the property owner addressed to the Village of
  Hunter Planning Board authorizing the applicant to file an
  application for sign permit, is required.
- 3) A complete description of the business being conducted on the premises.
- 4) A sketch to scale of professional quality indicating the proposed signs:
  - a. Location on the property;
  - b. Distance from all property lines;
  - c. Distance from any street or road;
  - d. height and dimension;
  - e. Any words, pictures, or messages to be displayed;
  - f. Color scheme;
  - g. Construction material;
  - h. Mounting method;
  - Any other documentation requested by the Village of Hunter Planning Board which is relevant and useful in the Village of Hunter Planning Board's decision-making process.
- 5) Whether the sign shall be lighted or unlighted, and the method of lighting.
- 6) Whether the application seeks a variance from any provision of this local law, and, if so, which provision will be addressed.
- C. Upon approval of a signed permit application by the Village of Hunter Planning Board, the Village Code Enforcement Officer shall provide the applicant with a copy of the approved and signed Sign Permit.

# 7. TERM OF PERMIT

- A. All permits, except temporary permits, issued pursuant to this local law shall be for a term of five (5) years, and the application fee for same shall be fifty dollars (\$50.00).
- B. A permit for a temporary sign may be obtained with approval from the Village of Hunter Planning Board in the same manner as a five-year permit, excepting that:
  - 1) The application fee shall be twenty five dollars (\$25.00), plus a seventy five dollar (\$75.00) deposit, said deposit to be returned upon removal of the temporary sign; and
  - 2) A specific time period shall be requested, not to exceed twenty-one (21) days and the Village of Hunter Planning Board shall designate the approved term.

# 8. SIGNS EXEMPT FROM REVIEW

- A. No permit or review shall be required for:
  - 1) Any sign owned or maintained by any municipality, or erected in discharge of any governmental function.
  - 2) Any sign required by law.
  - 3) Realty signs advertising the sale, lease, or rental of the premises upon which the sign is located, providing that:
    - a. Such sign does not exceed five (5) square feet;
    - b. Only one (1) such sign shall be permitted on each lot in the village;

- c. Any sign advertising a lease or rental shall be permitted only while the apartment or property is vacant, or within a period not to exceed sixty (60) days immediately preceding the expiration of a written or oral lease;
- d. Such sign shall not be coated with a reflective coating, nor shall it bear reflective lettering;
- e. Such sign must be set back at least twenty (20) feet from each lot line and from the lot's front property line. In the event that a building lies closer to the front property line than twenty (20) feet, then the sign must be erected at the building line, but not mounted to the building;
- f. A realty sign may not be mounted to a fence, tree or building, but must stand freely upon its own support or supports;
- g. A realty sign must be removed within twenty-four (24) hours after the closing of title of the subject premises;
- h. The language, which appears upon the sign must be limited to only the name of the owner or the name of the broker, the owner's telephone number or the broker's telephone number, and the words "for sale" or "for rent".
- 4) One (1) sign, if erected by the property owner or lessee, denoting the name and/or address of a house or premises or the occupants of a house or premises, provided such sign does not exceed two (2) square feet in area.
- 5) Notices, not to exceed two (2) square feet, when placed upon a community bulletin board.
- 6) Any non-lighted product announcement no greater in size than five (5) square feet, which is displayed in a window of the business selling such product.
- 7) Signs of traditional size, shape and content which indicate the location of public telephones, restrooms and bus stops.
- 8) Political candidacy signs, of five (5) square feet or less, provided such signs are placed no earlier than thirty (30) days preceding the election and removed no later than one (1) week following same.

# 9. SIGNS EXEMPT FROM PERMIT FEE

- A. The following types of signs shall be required to undergo review, but shall be exempt from filing a permit fee:
  - Any sign owned or maintained by a religious or not-for profit organization, which sign promotes the general welfare of the Village, denotes the location of a house of worship, or promotes the general daily business of a not-for-profit corporation.
  - 2) Signs erected by contractors to identify their job sites, provided that:
    - a. Such use shall be only during the period the contractor is performing work on site, and no more than two (2) weeks after completion; and
    - b. No such sign shall exceed five (5) square feet in area.
- B. Signs related to traffic and/or parking control, which are directional in nature only, bear no promotional or advertising content, and do not exceed two (2) square feet in size.

- C. Product announcements greater in size than five (5) square feet or that are lighted, and are to be displayed in a window of a business selling such product.
- D. Notices greater in size than two (2) square feet, when placed upon a community bulletin board.
- E. Easel or sandwich board sign, single or double sided, provided that:
  - 1) such sign is to be displayed during daylight hours while the business is open.
  - 2) Such sign must be properly ballasted, and secured to remain stationary and not to be affected by the elements.
  - 3) Such sign must be located on the business premises.
  - 4) Maximum sign size to be 24" x 36" with display on each side of the board.
  - 5) Maximum allowable height is five (5) feet from the top of such sign to the ground.
  - 6) Such signs are to be placed so as not to interfere with foot traffic or inconvenience pedestrians or vehicle traffic.

# 10. SIGN CATEGORY, SIZE AND PLACEMENT

#### A. Wall Signs:

- 1) Any wall sign which is attached to the outside wall of a building shall be no larger than thirty-two (32) square feet.
- 2) The content of any display or arrangement of separate or individual letters shall constitute one (1) wall sign and, for purposes of dimension, height shall be measured from the highest point of content to the lowest, and width shall be measured from the furthest left-hand point of content to the furthest right-hand point.

# B. Projecting Signs:

- 1) Any sign which projects or extends out, up or down from any building, by pole or any other device, shall be no larger than sixteen (16) square feet. No portion, excluding names of theatres, shall extend further than six (6) feet from said building.
- 2) Any projecting sign which is flat may use both sides of its surface, provided the content is identical on each, and the two (2) sides shall be counted as one (1) sign.

# C. Free-standing Signs:

- 1) Any sign, which is not attached to a building, shall be termed free-standing, and shall have all portions no higher than twenty-four (24) feet above ground level.
- 2) Any free-standing sign shall be measured by multiplying the maximum height by the maximum width, including:
  - a. The entire display surface; and
  - b. Any base, roof or support used as part of the display surface.
- 3) Any free-standing sign which is no higher than six (6) feet may, in square footage, be in size equal to or less than one-quarter (1/4) of the footage of the facing road-front of the specific lot, upon which the sign is proposed, with a maximum size of sixty-four (64) square feet.

- 4) Any free-standing sign which is higher than six (6) feet and does not exceed the maximum permitted height of twenty-four (24) feet, shall be no more than thirty-two (32) square feet in size.
- 5) Any flat, free-standing sign may use both sides of its surface if the content is identical on each, and both sides shall then be counted as one (1) sign.

#### D. Window Signs:

1) No window lettering shall exceed, in aggregate painted, frosted, opaque or otherwise treated or covered surface, twenty (20) percent of the area of the window upon which it is applied.

# E. Community Bulletin Boards:

- 1) No exterior bulletin board, whether free-standing or attached to a wall, shall be constructed, placed or used without prior application to and approval by the Village of Hunter Planning Board.
- 2) Glass store-front bulletin boards shall be exempt from permit fee for allowable purpose of notices or announcements, as provided herein.

# 11. SIGN ALLOTMENT

- A. Any applicant for a business-name sign shall be permitted either: One (1) free-standing sign and one (1) wall sign; or one (1) projecting sign and one (1) wall sign;
  - 1) Window signs shall not be counted in fulfilling any sign allotment, but shall undergo fee-based permit application and review pursuant to this local law.
  - 2) No fee shall be charged for the second sign in either allotment category, but said sign must undergo permit application review pursuant to this local law.
  - 3) Any type of applicant other than business shall be restricted to such number as determined by the Village Planning Board, based on purpose and need.

# 12. <u>SIGN DIRECTORIES</u>

- A. No directory mounting structure shall be installed nor any sign placed upon it without prior review and permit approval.
- B. Sign directories and the individual signs upon them, shall be permitted only upon a determination of need by the Village of Hunter Planning Board.
- C. Presence upon a sign directory shall not count towards fulfillment of any business sign allotment.

# 13. SIGN CONSTRUCTION AND MAINTENANCE

- A. Prior to permit issuance, every proposed sign construction and location, including proposed supports or mounting mechanisms, shall be subject to review and inspection by the Village of Hunter Code Enforcement Officer, who shall report his findings and recommendations to the Village of Hunter Planning Board for their consideration during permit application review.
- B. All signs, including mounting structure, shall be constructed to withstand reasonable wind and weather.
- C. All lettering and content shall be of professional quality and contain no offensive material.

- D. All signs, including mounting structure, shall be kept clean, neatly painted, and undamaged and shall be made of appropriate material, such as stained, treated or painted wood to a level of professional quality that will enhance, not detract from, the character of the community. Signs, including mounting structure, should not use bare piping or unfinished wood, and should avoid the use of garish or disturbing color schemes. All signs must not be lighted unless approved by the Village of Hunter Planning Board.
- E. All signs, including mounting structure, shall be kept free of all hazards, including faulty wiring, loose fastenings, and rusted or rotted standards.
- F. All signs, including mounting structure, shall be maintained at all times in a safe condition and present no detriment to public health, safety or welfare.

#### 14. UNSAFE SIGNS

A. If the Village of Hunter Code Enforcement Officer shall designate any sign, including its mounting structure, as unsafe, insecure or a menace to the public, he/she shall give written notice by certified mail, return receipt requested, to the sign owner and property owner, that said sign has been so designated, and said notice shall direct that the sign be removed immediately. Said notice shall state that failure to do so will result in issuance of an appearance ticket, pursuant to Section 18 of this local law.

# 15. PROHIBITED SIGNS

- A. The construction, erection, affixing, placing or use of certain signs of types of signs is expressly prohibited. These signs include:
  - 1) Signs which are capable of being a public hazard or annoyance, including, but not limited to:
    - a. Signs or lights which are so placed with respect to roadways as to be capable of causing a hazard or undue distraction to motor vehicle and/or pedestrian traffic;
    - b. Signs with moving, revolving, flashing or intermittent lights, or lights of varying intensity, which are visible from any street, neighboring property or public way;
    - c. Signs with reflecting or reflective backgrounds or lettering, or any other similar device;
    - d. Signs which move or revolve or have moving or revolving parts;
    - e. Signs or lights which may cause undue distraction to adjoining landowners.
  - 2) Signs or parts of signs which are non-permanent, portable or otherwise of a temporary nature, including, but not limited to:
    - a. Portable signs, including those mounted on wheels or trailers.
    - b. Any sign which is not permanently and immovably affixed to real property so as to constitute a fixture, except such signs as are allowed in Section 9.E. herein.
    - c. Signs with movable letters, which are capable of casual manipulation.
    - d. Signs mounted to, situated upon, resting on, painted upon or affixed to any vehicle which is parked in such a way that its primary purpose is for advertising or notification purposes.

- e. Any sign which advertises a business that no longer exists.
- f. Any sign made of paper, cardboard, canvas or similar material that is currently not accepted as a proven industry standard, including banners, posters, pennants, ribbons, streamers and spinners, except as herein provided for temporary signs under Section 7b, or which are exempt community bulletin board notices as herein described.
- 3) Product announcements or notices, except as herein otherwise provided.
- 4) Roof signs, including, but not limited to:
  - a. Signs which are painted upon or otherwise coat all or a portion of a roof surface.
  - b. Signs which are mounted to or upon a roof or portion of roof.
  - c. Signs which are composed of different colored shingles to compose words or pictures.
- 5) Off-premise signs, including, but not limited to:
  - a. Any sign which advertises any business endeavor, product, event or announcement that is not the principal business conducted on the real property upon which the sign is located.
  - b. Any sign advertising the sale, lease or rental of a premise, property, product, service or item other than that on which the sign is physically located shall be prohibited.
  - c. Any billboard or commercially rented sign, or any other type of advertising display which is rented or lease, notwithstanding the presence or absence of any amount of fee for use of real property or advertising space.
- 6) Announcements and notices, whether temporary or permanent, of the following types:
  - a. Product announcements of any size or nature, whether lit or unlit, that are to be affixed or placed on the exterior of any building, excepting corporate signage for gasoline stations, which shall undergo fee-based application and review as a business-name sign pursuant to this local law.
  - b. Notices posted or placed over sixty (60) days.

# 16. DEFUNCT BUSINESSES AND SEASONAL CLOSURES

- A. Whenever a sign remains placed which advertises a business which no longer exists is defunct, has been closed for a period in excess of two (2) months due to a non-seasonal cause, or has been closed for a period in excess of six (6) months due to a seasonal cause, the applicant and property owner shall be notified and directed by certified mail, return receipt requested, to remove such sign within seven (7) days of receipt of notice. Said notice shall also state that failure to remove the sign within said seven (7) days will result in Village removal of the sign and that the costs of such removal shall be billed to the property owner, and, if unpaid after thirty (30) days from receipt of said bill, such cost shall be placed as a lien upon the property and added to the next successive Village real property tax as a penalty to the parcel on which the sign was placed.
- B. Wherever a sign remains which advertises a business that is seasonally closed for a period not to exceed six (6) months, said sign shall be removed or covered with a "Closed for the

Season" sign or sign of similar content, by the applicant or property owner within fourteen days of the date of closure. Any seasonal closure which exceeds six (6) months shall be determined to be a defunct business. Any applicant or property owner failing to remove a sign advertising a seasonally closed business, or failing to cover it with a seasonal closure sign within said fourteen (14) days, shall be notified and directed by certified mail, return receipt requested, to remove said sign or cover it with a seasonal closure sign within seven (7) days of receipt of notice. Said notice shall also state that failure to remove the sign or to cover it with a seasonal closure sign within said seven days will result in Village removal of the sign, and that the cost of such removal shall be billed to the property owner, and, if unpaid after (30) days from receipt of said bill, such cost shall be placed as a lien upon the property and added to the next successive Village real property tax as a penalty to the parcel on which the sign was placed.

#### 17. <u>IMMEDIATE REMOVAL</u>

- A. If receipt of any notice of violation directing immediate removal occurs prior to one-half (1/2) hour before sunset, the violating sign shall be removed from its mounting structure within one-half (1/2) hour of receipt of the notice, and removed from the public eye.
- B. If receipt of such notice of violation occurs later than one-half (1/2) hour before sunset, all lights or lit portions of the sign shall be turned off and remain off within fifteen (15) minutes of receipt of notice of violation, and the sign shall be removed from its mounting structure no later than ten o'clock (10:00 a.m.) the following morning and removed from the public eye.

# 18. VIOLATIONS AND PENALTIES

- A. The Village of Hunter Code Enforcement Officer is hereby authorized to issue a Notice of Violation for any violation of the Village of Hunter Sign Law.
- B. Notice procedure of any sign in violation of any provision of this local law, not heretofore provided, shall be given to the sign owner and property owner by certified mail, return receipt requested, upon discovery of the violation. Such notice shall state the nature of the offense and, excepting as otherwise notified, shall direct the immediate removal of the sign. A blank application and copy of the Sign Law shall be enclosed with said notice.
- C. Upon receipt of Notice of Violation, failure to remove any sign in time and manner as directed shall cause an appearance ticket to be issued by the Village of Hunter Code Enforcement Officer. Said ticket is to be returnable to the Town of Hunter Judicial Court. Any sign for which an appearance ticket has been issued shall be immediately removed.
- D. Any person, partnership, or corporation constructing, erecting, affixing, placing or maintaining any sign, including lighting device, prohibited hereby shall be guilty of a violation, conviction of which shall be punishable by a monetary fine of not less than one hundred dollars (\$100.00) nor more than two-hundred-fifty dollars (\$250.00) for each day any sign is erected or maintained in violation of this local law.

# 19. VARIANCE

A. The Village of Hunter Planning Board may grant a variance to any provision of this local law for good cause or hardship, including, but not limited to, topography, building design or placement, traffic flow, and screening devices beyond the control of the applicant.

# 20. PRIOR LEGISLATION

A. This local law shall and does supersede and replace in its entirety Local Law #2-94, the Village of Hunter Sign Law.

# 21. <u>SEVERABILITY</u>

A. If any word, phrase, or part of this local law shall be declared unconstitutional, the same shall be severed and separated from the remainder of this local law, and said remainder shall continue in full force and effect.

# 22. EFFECTIVE DATE

A. This local law shall take effect immediately upon filing with the Office of the NYS Secretary of State.