



PLANNING BOARD SIGN APPLICATION FORM

7 Stage Road, Monroe, NY 10950
P (845) 782-8341 | F (845) 782-3006
www.villageofmonroe.com

DATE: _____

SUBMISSION REQUIREMENTS

- Proposed sign must conform to the Village of Monroe Code - Chapter 200, Article X (signs)
- See pages 11 & 12: §200-38.1 (Permit procedures) and §200-40 (General standards and design criteria)
- Application must include a sample image showing the color and details of the sign

SIGN DESCRIPTION (include size):

PROPERTY HISTORY:

Is this sign associated with a prior Site Plan or Special Permit approval previously granted by the Planning Board?

☐ Yes

☐ No

If yes, please specify the name and date of the prior approved plan:

PROPERTY INFORMATION:

Street Address:					
City:	Village of Monroe	State:	NY	Zip:	10950
Tap Map	Section:		Block:		Lot(s):
Zoning District:					

PROPERTY OWNER:

Name of Owner:					
Street Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

APPLICANT: *(If Applicant is different than property owner.)*

Name:					
Street Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

SIGNATURES:

By signing this application, the applicant attests that, to the best of his or her knowledge, all information provided herein is accurate and truthful.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

VILLAGE OF MONROE SIGN FEE SCHEDULE

Pursuant to Chapter 98 of the Village of Monroe Code, all land use application fees may be set by resolution of the Village Board of Trustees.

APPLICATIONS TO THE PLANNING BOARD		
Requested Action	Cost	Cost for This Application
New Sign Application	\$50.00	

OWNER'S ENDORSEMENT

(Complete only if the Applicant is not the Property Owner)

COUNTY OF ORANGE)

)SS:

STATE OF NEW YORK)

_____ being duly sworn, deposes and says

that he/she resides at _____

in the

County of _____ and State of _____ and

that

he/she is the owner in fee or _____ (Insert Title) of the

Corporation which is the owner in fee, of the premises described in the foregoing application and that

he/she has authorized _____ to make the foregoing

application to the Village of Monroe Planning Board as described herein.

Owner's Signature

Print Name

Sworn before me this _____

day of _____, 2_____

Notary Public

CONSENT OF PROPERTY OWNER(S)

DATE: _____

RE: NAME OF PROJECT: _____

SECTION _____ BLOCK _____ LOT _____

I (we) _____

OWNERS of the above noted parcel(s) of land authorize _____ (ex. Engineer, Lawyer, Agent) to act as my/our agent with regard to this application and all related proceedings for _____
(ex. Site plan, Subdivision, etc.)

Signed:

Owner _____

Name: _____

Address: _____

Telephone: _____

Owner _____

Name: _____

Address: _____

Telephone: _____

PROPERTY OWNER'S GUARANTEE OF FEES

I, the undersigned Owner of the premises described in the foregoing application, in providing my consent to the application submitted by _____ (Applicant) to the Village of Monroe Planning Board, do hereby guarantee the payment of any and all Planning Board fees incurred by the applicant.

I further acknowledge my awareness that pursuant to Village of Monroe Local Law 2-2008, Article V, §180-21, A and B:

"any fee due by a property owner or incurred by the property owner's duly authorized representative in connection with land use applications submitted to the Village Planning Board which shall remain unpaid for more than 30 days shall be deemed delinquent. Upon resolution of the Village Board any delinquent fee may be levied together with all accrued late fees and/or interest upon the ensuing Village tax billing for the property which is the subject of this application. The levy of delinquent charges upon the Village tax billing shall not constitute an election of remedies by the Village."

Signature _____ Owner's

Print Name

Sworn before me this _____

day of _____, 2_____

Notary Public

VILLAGE OF MONROE
AUTHORIZATION TO INSPECT PROPERTY

The applicant (or agent of the applicant), by submitting an application to the Planning Board and by signing this authorization, consents to inspection by Village Personnel, staff or consultants of the project site or facility for which an approval is sought and, to the extent necessary, the property owned by the applicant adjacent to the project site or facility. This authorization allows Village Representatives to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday.

Inspections may take place as part of the application process prior to any decision to grant or deny the approvals sought. By signing this authorization, the applicant agrees that this authorization shall remain in effect as long as the application is pending and is effective regardless of whether the landowner or agent are physically present at the time of the inspection. If the project site or facility is posted with any form of "posted" or "keep out" notice, or fenced in with an unlocked gate, this permission authorized Village Representatives to disregard such notices or unlocked gates at the time of inspection.

The applicant further agrees that during an inspection in connection with this application, among other things, Village Representatives may take measurements, may take soil samples and photographs, and may analyze physical characteristics of the site including, but not limited to, soils and vegetation and may make drawings and photographs.

Date: _____

Signature of Owner

Sworn before me this _____

day of _____, 2_____

Notary Public

Village of Monroe Planning Board Ownership Disclosure Form

Property address: _____

S/B/L: _____

The owner of the real property associated with this application is a (check one)

- ☐ Individual (Go to #1)
 ☐ Corporation (Go to #2)
 ☐ Trust (Go to # 3)
 ☐ Partnership (Go to # 4)
 ☐ Limited Liability Company (Go to #5)
 ☐ Contract Vendee (Go to #6)
 ☐ Other (describe) : _____

1. List all **persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

NAME	ADDRESS (No PO Boxes)	PHONE NUMBER

(use additional sheets for more space)

2. For each **corporation**, attach a copy of the certificate of incorporation, and list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.

NAME	TITLE OR OFFICE	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

3. In the case of **a trust**, attach a copy of the trust agreement, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest

of each beneficiary. If any trustee or beneficiary or a trust is a corporation, please provide the information required in paragraph 2 above.

Trust Name: _____

NAME	TRUSTEE OR BENEFICIARY	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheet for more space)

4. For **partnerships**, including limited partnerships, attach a copy of the partnership agreement, and list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above

NAME	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

5. For each **limited liability company**, attach the Certificate of filing with the Department of State for the LLC, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member, with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

Name of LLC: _____

NAME	TITLE OR OFFICE	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

6. In the circumstances of a **contract for purchase**, attach a copy of the contract, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4, and/or 5 above.

Name of Purchaser: _____

NAME	ADDRESS (No PO Boxes)	% OF INTEREST

Date of Contract: _____

Please specify any contingency clause related to the outcome of the consideration of the application. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning Board prior to the date of the public hearing on the application.

I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein.

Date: _____

Owner's Signature

Print Name

Sworn before me this _____

day of _____, 20____

Notary Public

Chapter 200. Zoning

Article X. Signs

§ 200-38.1. Permit procedures.

No sign, except for exempt signs, shall be erected, displayed, altered, relocated or replaced until the municipality issues a sign permit.

- A. Permit application. Applications for sign permits shall be submitted on forms provided by the Village of Monroe, completed as required; at a minimum, they shall have attached the following information, in either written or graphic form.
- (1) Location of the sign on the premises in relation to lot lines, buildings, sidewalks, streets, public rights-of-way and street intersections within 300 feet of the proposed sign.
 - (2) Type of sign (e.g., freestanding, pole, monument, wall) and general description of structural design and construction materials.
 - (3) Drawings of the proposed sign containing specifications indicating height, perimeter, area, dimensions, type of lettering proposed, means of support, method of illumination, and any other significant characteristics.
 - (4) Any other information requested by the Building Inspector or Code Enforcement Officer in order to carry out the purpose and intent of this article.
 - (5) The required sign permit fee as established by resolution of the Village Board. Permit fees will cover the cost for administering this article for compliance with its purpose.
 - (6) The landscaping plan for any freestanding signs shall be created, as follows:
 - (a) A landscaped island containing shrubs or flowers with a minimum of 32 square feet in area and a minimum of one foot in height is required around all off-premises pole and monument signs.
 - (b) The island shall be formed from materials such as, but not limited to, stone, brick, or landscape timbers. The island shall be maintained to keep it free of weeds, debris and brush.
 - (c) A sketch of the sign and island shall be submitted with the sign permit application.

Chapter 200. Zoning

Article X. Signs

§ 200-40. General standards and criteria for signs.

The regulations in this section specify the area and heights of signs that are allowed within the Village of Monroe and which require a permit.

- A. No sign shall be erected, replaced, constructed, displayed, moved, reconstructed, extended, enlarged or altered except in conformity with and as expressly authorized by the provisions of this chapter, and all sign erections and modifications are subject to the review and approval of the Building Inspector or Code Enforcement Officer. All signs, except as hereinafter provided, shall be deemed structures for the purpose of this chapter.
- B. The Building Inspector or Code Enforcement Officer shall review completed applications and refer all applicants for new and modified signs to the Planning Board for its review and approval prior to issuing a sign permit. The Planning Board shall maintain a stylebook of photographs and drawings of signs representing the types of signs preferred in the Village. Temporary signs as regulated in § **200-40.8** herein shall not be subject to the review and approval of the Planning Board, but shall be subject to the issuance of a permit by the Building Inspector Code Enforcement Officer where so specified in § **200-40.8**.
- C. Property owners shall have full responsibility for all signs placed or erected on the property owner's premises. It shall be the duty of the owner of the premises to have all tenant signs erected, displayed or altered only in conformity with the Village sign laws. Both the property owner and the tenant (whose sign is in violation) shall be served with all notices of violation and/or appearance tickets for violation of the sign laws of the Village of Monroe. The property owner shall be named as a codefendant or correspondent in any action or proceeding brought by the Building Inspector or Code Enforcement Officer to enforce the provisions against a tenant of the sign code herein.