



CITY OF KINGSTON SIGN APPLICATION

Office of Planning, City Hall, 420 Broadway, Kingston NY 12401 (845)334-3955
planning@kingston-ny.gov

We encourage you to review Section 405.17 Signage Standards of the City Code (available online) before submitting this application. Please note that this application is for signage requiring approval by the Planning Administrator and does not obviate the need for a Building Permit from the Building Safety Division, and providing insurance if required.

GENERAL INFORMATION:

Project Location (street address): _____

Property Tax Map ID # (SBL): _____ Transect: _____ Sp. Dist: _____

Name of Applicant: _____

Applicant Phone #: _____ E-mail: _____

Mailing Address of Applicant: _____

Name and Mailing Address of owner (If different from applicant): _____

_____ E-mail: _____

Is the property located in a Historic District or individually listed on the Local, State or National Register? (Please check appropriate box) Yes No

What is the length of the building frontage facing the street (in feet)? _____

SIGN INFORMATION

SIGN TYPE:

(Please indicate which of these descriptions applies to the proposed sign. For definitions of these sign types please see Kingston City Code Section 405.17.)

Wall Sign **Projecting Sign** **Marquee Sign** **Hanging Sign** **Awning Sign**

Canopy Sign **Window Sign** **Sidewalk Sign** **Roof Sign** **Freestanding Sign**

Iconic Sign **Electronic Sign** **Pike Plan Canopy Sign** **Painted Sign**

ILLUMINATION:

Will the sign be illuminated? Yes No

(If yes, please indicate whether sign will be internally or externally illuminated in the project description)

Project Description: (Please indicate the size, material, lighting and mounting details)

REQUIRED ATTACHMENTS:

- Mockup that includes size, shape, color, material, logos, lettering, lighting, mounting details and heights/clearance dimensions.
- Rendering that shows the placement of the sign on the property or the building. If lighting is proposed, full style and specification details need to be included.
- If sign is freestanding, plot plan and base materials, as well as proposed landscaping, should be included.
- Fee (see calculation section below)
- Detailed explanation of any WAIVERS being requested per table 405.26.F in the code (using separate form)

FEE CALCULATION:

Application Fee = \$50 + \$2 per square foot

Sign Face Square Footage: _____ Sq/Ft

TOTAL: \$50 + \$2 sq/ft = _____

Certification: I hereby certify that I have examined this application and know the information contained therein to be correct.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

STAFF USE ONLY

Date Received: _____

Application Fee: _____

Check Number: _____ Receipt Number: _____

TRANSECT ZONE: _____ SPECIAL DISTRICT(S): _____

SEQR ACTION: Type: I II Unlisted DETERMINATION: _____

APPROVED: **APPROVED W/ CONDITIONS (see below):** **DENIED (see below):**

WAIVER APPROVED

THE FOLLOWING CONDITIONS APPLY TO THIS APPROVAL:

REASONS FOR DENIAL:

SIGNATURE OF REVIEWER: _____ DATE: _____

SIGNATURE OF PLANNING ADMINISTRATOR: _____ DATE: _____