

TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

Business Sign Approval Application



Please consult with Town Code Section 255-7-30 and 255-1-20 "Sign". This application must be fully completed and submitted to the Architectural Review Board, along with the following information:

- Fees:** An application fee in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule below. Fees are entirely nonrefundable once review of the particular application has commenced.
 - \$100 for a new sign
 - \$150 for a existing sign
- Four (4)** copies (*original plus 3 copies*) of the completed application form
- Four (4)** copies of a CURRENT scaled survey prepared by a licensed surveyor, accurately showing the location of
 - Proposed sign(s)
 - ALL existing sign(s) on the property
- Four (4)** copies of pictures of the proposed and existing signs with dimensions.
- If a sign is to be mounted on a building, provide either scale drawing of building front, showing sign location, or snapshot photo(s) of building, marked to show sign location.
- All paper copies of documents, plans, maps & photos submitted to the file must also be submitted in digital form. This may be in the form of (1) a flashdrive, (2) an email with pdfs or (3) a link to your Dropbox.

Email: ARB@eamptonny.gov

Due to COVID-19, the Board will be meeting via Zoom with applicants participating via phone conference. A call-on number will be provided to the applicant prior to the meeting.

I. APPLICANT INFORMATION

Applicant or Applicant's agent is required to attend Architectural Review Board meeting for review of application

Deadline for submission of application and supporting documents is the first and third Thursday by noon

Please Note: The submission of an application prior to the deadline does not guarantee a place on the next agenda.

A. **Property Owner:** _____

Address: _____

Telephone: _____ **Facsimile:** _____

B. **Applicant** (if other than Property Owner): _____

Telephone: _____ **Facsimile:** _____

C. **Agent:** _____

Address: _____

Telephone: _____ **Facsimile:** _____

D. **Applicant is the:** (check one) Property Owner Business Tenant

E. **CORRESPONDENCE TO BE SENT TO:** (check one) A B C

F. **Is this application subject to Site Plan Review?** (check one) Yes No

A. Are there any open code violations on the property? (check one) Yes No

If yes, please explain the nature of the violation: _____

NOTE: The Board meets the second & fourth Thursday of every month at 6:00 pm in the Court Room of 159 Pantigo Road, East Hampton, N.Y. 11937

II. PROPERTY IDENTIFICATION AND LOCATION

A. Street, House Number & Hamlet: _____

B. Suffolk County Tax Map Number: 300- _____

C. Zoning District (circle one): B A A2 A3 A5 MF Other: _____

III. PROJECT INFORMATION

EXISTING SIGNS(S):

Number of signs _____
 Single or Double Sided

Will any of the above be removed? Yes No Which? _____

Are you changing the design, lettering, colors, location, or lighting? _____

PROPOSED SIGN(S)

Name on Sign _____

Number and size? _____

Sq. feet of each proposed? _____

Single or Double Sided

If sign will be illuminated, describe number, type, placement and wattage of lights: _____

Total Sq. feet of all signs _____

SIGNS(S) LOCATION

On Post?: Yes No Existing Sign New Sign

Post Height: _____

On Building?: Yes No

I attest that the above information is complete and accurate to the best of my knowledge.

I, the owner, hereby authorize the Architectural Review Board to enter the subject parcel to review the pending application for ARB approval.

Signature: _____ Date: _____