



# TOWN OF EAST HAMPTON ARCHITECTURAL REVIEW BOARD

## BUSINESS SIGN APPROVAL APPLICATION

Please consult Town Code Sections 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:

1. **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.

- \$50 for proposed sign
- \$75 for existing sign

2. **Two (2)** copies (*original plus 1 copy*) of the completed application form

3. **Two (2)** copies of an accurate drawing or photo of proposed or existing sign(s), showing exact dimensions, materials, colors/design, lettering style, and height from ground.

4. **Two (2)** copies of a survey or site plan, accurately showing the location of all proposed and existing signs

5. If 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

DATE: \_\_\_\_\_

### I. APPLICANT INFORMATION:

A. Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

B. Applicant (if other than business owner): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

**NOTE: the party identified above will be notified the Monday prior to the ARB meeting when the application will be reviewed. The Board meets the first & third Thursday of every month at 7:00 pm in the Town Hall Court Room.**

### II. PROPERTY IDENTIFICATION AND LOCATION:

A. Business Name, Street, & Hamlet: \_\_\_\_\_

B. Suffolk County Tax Map Number: 300- \_\_\_\_\_ Zoning District \_\_\_\_\_

### III. PROJECT INFORMATION:

#### EXISTING SIGN(S):

Number and size \_\_\_\_\_

Single or double-sided? \_\_\_\_\_

Will any of the above be removed? \_\_\_\_\_ Which? \_\_\_\_\_

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

#### PROPOSED SIGN(S):

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 \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_