

**Information for sign permits.**

**Requirements found in the Zoning Ordinance: (See attachment)**

**BUILDING PERMIT REQUIRED**

- For all signs installed, refaced or repaired.

**PLOT PLAN** Submit accurate plot plan for review and approval, include:

- Location of the proposed sign, including height and material.
- Distances from buildings and structures, distance to property lines.
- Show easements and drainage where appropriate.
- Plot plan approval is required prior to issuance of the building permit.

**PERMIT APPLICATION**

- Submit a completely filled out sign permit application.
- Submit one copy of a current property survey showing the property as it currently exists.
- 2 copies of contractors sign drawings of the proposed sign(s) indicating the size, type, colors and graphic representation of the display for the proposed sign. Indicate details of the sign, including:
  - type of sign: (wall or free-standing sign)
  - if the sign will be illuminated, and if so the source of the illumination
  - the relationship of the sign (with dimensions in feet) to nearby buildings, structures, street lines, property lines or other landmarks.
  - the direction in which the sign will be facing
  - if the sign is to be placed on a building facade, or in a window, include an elevation of the building façade.
- Permit fees are \$50.00 per sign plus \$1.00 per square foot of sign area.
- Electrical application from an approved electrical inspection agency:
- If the sign is to be placed on a building facade, or in a window, include an elevation of the building facade.

**ADDITIONAL REQUIRED ITEMS**

- Contractor's certificate of insurance must be included for workers' compensation (only NYS approved forms WC/DB-110; GS-105.2, CE-200 or U-26.3 accepted) and contractor's liability insurance.
- **NOTE: New York State Law requires that you call Dig Safe NY 2-working days prior to any excavation work (811) or (1-800-962-7962).**
- An inspection must be called for by the applicant upon completion of the installation.

**EXCERPTS FROM SALINA ZONING ORDINANCE:**

**§ 235-27. Advertising-device regulations.**

- A. Purpose and intent. The purpose of this section is to enhance and protect the physical appearance of the Town and to promote the public welfare and safety by regulating existing and proposed outdoor advertising devices of all types, to eliminate and prevent community ugliness, aesthetic deterioration and the distraction of the traveling public and the occupants of neighboring properties caused by the location and/or animation of outdoor advertising devices, and also to provide the business community a reasonable and practical amount of advertising devices considering the specific circumstances of the Town.
- B. General regulations.
- (1) No advertising device permitted herein shall:
    - (a) Consist of moving, rotating or otherwise animated parts.
    - (b) Consist of banners, bunting, pennants, pinwheels, posters, ribbons, spinners, streamers or similar devices.
    - (c) Be illuminated by or contain lights of varying intensity, strings of lights or flashing, intermittent, moving, rotating or otherwise animated lights.
    - (d) Obstruct any fire escape, window, door or opening used as a means of egress, ventilation or for fire-fighting purposes.
    - (e) Extend, project over or be located on any public highway, land, right-of-way or adjacent property.
  - (2) No advertising device shall be permitted in any district except as provided herein, and no advertising device other than a billboard may be permitted on any lot other than the lot on which the goods, products, services, facilities or similar items displayed, promoted or advertised by such advertising device are conducted, sold, provided or offered thereon. [Amended 11-27-2000]
  - (3) No advertising device attached to any building or structure shall extend above the height of the wall upon which it is attached or project more than 12 inches from the front or face thereof nor, except as otherwise provided herein, be attached to any part of the structure other than the front of a principal structure.
  - (4) No advertising device shall be placed on the roof of any building.
  - (5) Freestanding advertising devices. Except as otherwise provided hereafter, all freestanding advertising devices (signs) shall:
    - (a) Be located in the front yard of a lot, but not in a side yard.
    - (b) Not be located any less than 10 feet from the property boundary.
  - (c) Where permitted in commercial, office or industrial districts, be not more than 20 feet in height from the highest point of said sign, including supporting structures, to the average finished grade below said sign, nor, when located less than 25 feet from the property boundary or street line, be less than eight feet in height from the average finished grade below said sign to the lowest point of said sign, excluding vertical support structures, which vertical support structures shall not be more than one foot wide nor less than three feet in distance from each other; except that one monument-type freestanding sign not exceeding four feet in height and located not less than 15 feet from any property line, and not located as to impair visibility for motorists, shall be allowed.
  - (d) If made nonconforming by a change in the property line, be relocated within 30 days after such change to conform to the minimum requirements herein or be removed.
  - (e) Have the total area of such for the purposes of this chapter determined by the measurement of one display face or side thereof.
  - (f) Not have more than two sides containing advertising displays, nor shall said display sides be more than two feet apart from each other at any point thereof.
- (6) Nonconforming signs.
- (a) Notwithstanding any other provisions of this chapter, any advertising devices for uses, structures or products contained on the lot on which said devices are located which are or become legal nonconforming uses or structures on the date of the enactment of this chapter, shall become, on January 1, 1989, prohibited and unlawful uses and/or structures and shall be discontinued and removed. A nonconforming sign shall not be enlarged or replaced by another nonconforming sign.
  - (b) Any maintenance, repair or alteration of a nonconforming sign shall not cost more than 50% of the current depreciated value of the sign as of the date of alteration or repair, and any such expenditure shall not extend the date required for removal thereof as set forth herein.
- (7) All advertising devices, finishes thereof, supports and appurtenances shall be kept clean, in good repair and free from all hazards. If the Director of Planning and Development shall find that any advertising device is abandoned, unsafe or insecure or may be dangerous to the health or safety of the public, he shall give written notice to the named owner of the land on which said device is located to remove or repair the sign within 30 days from the date of the notice. If said device is

not removed or repaired within said time period, the Director of Planning and Development may revoke the permit issued for such device and may remove or repair the device and assess the owner for all costs incurred for such service. The Director of Planning and Development may cause any advertising device which is a source of immediate peril to persons or property to be removed immediately and without notice.

- (8) For the purposes of determining sign area within this section, the front of the building shall be measured along the building side facing the street address.
- (9) Window signs. No more than one permanent sign per window and a maximum of two per business shall be allowed. The area of such window signs shall not exceed 25% of the window surface or four square feet, whichever is less.

C. Permitted advertising devices. The following advertising devices, hereinafter referred to as "signs," shall be permitted in the following use districts:

(1) In R-T and R-O Use Districts:

- (a) For identification of a park as permitted in either district, one freestanding sign for each highway entrance, the maximum area of said sign not to exceed 16 feet, the distance of said sign from the property boundary or street line to be not less than 25 feet and the maximum height of said sign, including supporting structures above the average finished grade below said sign, to be four feet.
- (b) For all other uses in said districts, one sign per lot, either freestanding or attached to the front face of the principal structure, the maximum area of said sign not to exceed four square feet and the maximum height of said sign, including supporting structures, to be four feet above the average finished grade below said sign.

- (2) In R-4 Use Districts: to identify apartment developments on a single lot under one ownership, which contain not less than 30 dwelling units, one freestanding sign not exceeding 20 square feet in area, located not less than 25 feet from any property line or more than 10 feet in height measured from grade to the highest point shall be permitted for each entrance on a different street or highway.

- (3) In C-1 and O-1 Use Districts: for each principal structure on a lot, one sign attached to the front face of said principal structure, with a maximum area of 16 square feet.

(4) In C-2 and I-1 Use Districts:

- (a) One freestanding sign per lot and attached

signs, the maximum number of attached signs not to exceed the number of separate and distinct business entities within the principal structure or on the lot.

- (b) The total cumulative square footage of all signs, whether freestanding or attached, permitted on a lot (total area) shall not exceed 1 1/2 square feet of sign(s) for each linear foot of front building wall of the principal structure.
- (c) Up to 35% of the total cumulative square feet allowed for all signs permitted on the lot, or 24 square feet, whichever is greater, but not more than 300 square feet, may be used for the one freestanding sign permitted on each lot.

(5) In C-3 Use Districts:

- (a) For shopping centers, one freestanding sign with a maximum area of 100 square feet for each major highway frontage on which there is an exit or entrance thereto, which shall constitute the permitted detached sign for all uses in the shopping center, located no less than 25 feet from the property boundary.
- (b) For each separate and distinct business in a shopping center, one sign attached to the front face of the structure in which said business is located, with a maximum area of 1 1/2 square feet of sign for each linear foot of front building wall occupied by the particular business.
- (c) For all other uses in said district other than shopping centers, such signs as are permitted in C-2 Districts as set forth above.

(6) In O-2 Use Districts:

- (a) For identification of an office park, one freestanding sign for each highway entrance of the park, with a maximum area of said sign of 32 square feet.
- (b) For all other uses, one sign per lot, attached to the front face of each principal structure, of a maximum area of said sign equal to 1 1/2 square feet of sign for each linear foot of the front building wall of the structure.

- (7) Corner lots. On corner lots in all districts, in addition to the permitted number of attached signs on the front wall of the principal structure, additional attached signs shall be permitted on the side wall facing the side street for any separate and distinct business entities using or possessing a part of the side portion of the principal structure on the side street. The use of said additional attached signs on the side of any principal structure shall not, however, increase the total cumulative square footage of permitted signs.

- (8) Religious and educational facilities within residential districts. Any religious or educational facility permitted in a residential district shall be allowed one freestanding sign, not exceeding 24 square feet in area or 10 feet in height measured from grade to highest point, and located not less than 25 feet from a street boundary at the property

line or less than 10 feet from any other property line. If such use is located on a corner lot, with entrances on both adjacent streets, one freestanding sign not exceeding 12 square feet in area, located and of such height as hereinabove specified, shall be permitted on each of the two streets adjacent thereto. [Added 3-27-2000]

**D. Temporary signs.**

- (1) Real estate signs. In any use district, one freestanding temporary real estate sign per realtor shall be permitted on each site, parcel or lot which is being offered for sale or for lease. Said sign shall not be illuminated, shall not be located within 10 feet of any property boundary or street line or 30 feet from the paved edge of highway and gutter, whichever distance is greater, and shall not exceed five feet in height above grade. In any commercial district, each sign shall not exceed 16 square feet in size. In any residential district, each sign shall not exceed four square feet in size.
- (2) Construction signs. For the purpose of projects under construction, one freestanding construction site sign identifying said construction, but not exceeding 32 square feet in area. Such sign shall be removed upon the issuance of a certificate of occupancy for the project being constructed or, in the event of a residential subdivision, upon the sale of the last lot therein, but in either case no later than 36 months from the date of the first building permit for construction or the obtaining of a sign permit, whichever is earlier.
- (3) Political signs. Political posters, banners, promotional devices and similar signs are allowed, not exceeding six square feet in any residentially zoned district nor 32 square feet in any commercial, industrial or office district; and not located within any public right-of-way. Such signs shall not be placed prior to six weeks before the election to which such signs pertain, and such signs shall be removed within one week after the date of said election.
- (4) Temporary, nonilluminated window signs and posters not exceeding 25% of the window surface.

**E. Accessory signs to direct traffic.** In any use district, one freestanding sign to direct traffic shall be permitted each principal structure on a lot. Said sign shall not exceed two square feet in area, shall not be illuminated, shall not be located within 10 feet of any property boundary and shall not exceed three feet above grade. Such sign shall not contain any property identification or advertising.

**F. Billboards.**

- (1) Billboards shall be permitted in I-1 Districts, subject to the special use permit section of this chapter and upon the further specific findings based on evidence presented at the public hearing that, by reason of its size, design, location and proximity to the highway, other structures, advertising devices or billboards, such proposed billboard will not unreasonably obstruct or interfere with the view of the neighboring structures, distract motorists or impair the reasonable development of neighboring land or of existing landscape or particular natural beauty. [Amended 11-27-2000]
- (2) The Planning Board, in reviewing an application for a special permit for a billboard, shall take into consideration the density of such use for the purpose of protecting highway safety and land use values.
- (3) All billboards shall be subject to all regulations contained in Article III, District Regulations, for the specific district, of this chapter.

**G. Accessory signs with respect to gasoline service facilities.** In any use district, a gasoline service facility may be permitted the following additional signs:

- (1) Signs required by federal, state or local law, ordinance, rule or regulation.
- (2) Price signs posting gasoline prices on all gasoline dispensing pumps, the lettering not to exceed one foot in height.

**H. Permits.** No advertising devices except temporary real estate signs, including "for sale," "lease," "rent" or "garage sale," shall be erected without a sign permit therefor having been issued by the Director of Planning and Development. No change or alteration in the size, location or composition of an existing or hereinafter erected sign, including any change, alteration or modification of the lettering, display, copy or emblems thereon, shall be made without obtaining a sign permit for such change from the Director.

Mail  Pick up

**APPLICATION FOR PERMIT - SIGNS**

Appl#:

<b>FOR TOWN USE ONLY</b>		Permit No. _____
Date Submitted _____	Permit Fee \$ _____	Map No. _____
Date Approved _____	Receipt No. _____	Zoning District _____
Date Denied _____	Check No. _____	
Approved By _____		Conditions of Approval _____

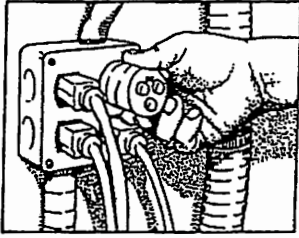
**Print or Type clearly and fill in all spaces that apply!**

Application is hereby made to the Director of Planning & Development for the issuance of a Zoning and Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, or conversion of any sign or sign structure in the Town of Salina.

Address of Property:		Zip Code:
Lot Number:	Tract:	
<b>PROPERTY OWNER</b>		
Name:	Phone #:	
Address (City/State/Zip):		
Tenant Company Name:	Fax #:	
Applicant Name:	Phone #:	
Address:		
Name of Sign Contractor	Phone #:	
Address (City/State/Zip):		
Insurance Company:	Policy#:	Expiration Date:
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable)		
<input type="checkbox"/> New Monument Sign	<input type="checkbox"/> New Free-standing Sign	<input type="checkbox"/> New Wall Sign
<input type="checkbox"/> Existing Alteration/Repair	<input type="checkbox"/> New Sign Face	
<input type="checkbox"/> All others (Describe)		
Size of Sign: Width (feet)	Height (feet)	Total Square Feet
Freestanding Sign: Maximum height of sign:		Height from bottom of sign to grade:
Sign Description		
<i>(Include drawings of all proposed signs with application; include a survey with the location of any freestanding signs)</i>		
Current Signage on Property: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, TOTAL SQUARE FEET OF ALL EXISTING SIGNS:		
Length of building along side facing street (feet)	Total Number of existing signs:	
Electrical Permit No	Agency:	(If sign is to be illuminated)
Estimated VALUE of all work, materials and labor for the work under this application: \$		
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No	Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No

The below signed applicant/owner has read the instructions for Application for Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



**Town of Salina**  
**Department of Planning and Development**  
**Code Enforcement Division**

201 School Road  
Liverpool, NY 13088  
Tel: (315) 451-0492 Fax: (315) 457-4785  
E-mail: [codes@salina.ny.us](mailto:codes@salina.ny.us)

## **Electrical Inspection Agencies**

The following agencies have been approved by the Town of Salina for conducting electrical inspections.

**Central New York Electrical Inspection Services LLC**  
7910 Rinaldo Boulevard West  
Bridgeport, NY 13030  
(315) 633-0027  
[LJKinne@twcny.rr.com](mailto:LJKinne@twcny.rr.com)

**Commonwealth Electrical Inspection Service Inc.**  
1355 Pittsford-Mendon Road  
P.O. Box 723  
Mendon, NY 14506  
(585) 624-2380

**Middle Department Inspection Agency**  
143 Troy-Schenectady Road  
Watervliet, NY 12189  
1-800-USE-MDIA - 1-800-(873-6342)  
(315) 452-5304

**New York Atlantic-Inland Inc.**  
P.O. Box 332  
Mexico, NY 13114  
(315) 532-0110  
[richard.kersey778@gmail.com](mailto:richard.kersey778@gmail.com)

**The Inspector**  
5390 State Route 11  
Burke, NY 12917  
(315) 247-9162  
[www.theelectricalinspector.com](http://www.theelectricalinspector.com)

Application forms may be obtained from the inspection agency or in some cases on line.

**TOWN OF SALINA  
PLANNING AND DEVELOPMENT  
FEE SCHEDULE**

<b>BUILDING PERMIT FEES</b>		<b>Base Fee</b>	<b>Plus</b>	<b>Variable</b>
<b>Building Permits:</b>	Residential (per dwelling unit)	\$ 25.00	\$ 7.00	Per \$1000 value
	Commercial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Multiple Dwelling (per dwelling unit)	\$ 50.00	\$ 7.00	Per \$1000 value
	Industrial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	<b>Where work started before permit is obtained</b>			<i>Double fee noted above</i>
	<b>Renewal of building permit</b>	25% of original fee: Minimum Fee	\$ 25.00	
	<b>Plan Reviews:</b> <i>(Where no building permit is issued)</i>			
		50% of fee noted above: Minimum Fee	\$ 25.00	
	<b>Refund</b>	Where no work is begun on a permit	50% of fee	
	<b>Certificate of Occupancy</b>	Permanent	\$ 25.00	
		Temporary (maximum 30 days)	\$ 25.00	
	<b>Certificate of Compliance</b>	Where building permit is in effect	\$0.00	
		Where no building permit is in effect		
		1- or 2-family dwelling (per unit)	\$ 50.00	
		All other occupancies/uses (per unit)	\$ 100.00	
	<b>Signs</b>	Sign Permits: (Base fee per sign)	\$ 50.00	\$ 1.00 per 1 sq ft
	<b>Fences (per Chapter 115)</b>	1- and 2-family uses	\$ 25.00	
		all other uses/occupancies	\$ 100.00	
	<b>Microfilming Fee</b>	Where plans are not submitted in electronic format (per page)	\$ 5.00	