



Sign Permit Application

Village of Lyons 76 William Street Lyons, New York 14489-1586
315-946-4531 TDD 1-800-662-1220

STEP #1: Obtain a copy of section 20.40, of the Village of Lyons Municipal Code, regarding the installation of signs, from the Code Enforcement Officer.		
STEP #2: Complete Sign Permit Application (In Ink or Type)		
Type of Submission: <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Other (Specify): _____	Date: _____ Permit #: _____ Fee: \$ _____ .00
Name and contact information of person to be contacted on matters involving this application		
First Name: _____ Middle Initial: _____ Last Name: _____ Address: _____ City: _____ State: _____ Zip/Postal Code: _____ Telephone #: () - - Alternate Phone #: () - - FAX #: () - - E-mail address: _____		
Name of Property Owner		
Same as above <input type="checkbox"/> First Name: _____ Middle Initial: _____ Last Name: _____ Address: _____ City: _____ State: _____ Zip/Postal Code: _____ Telephone #: () - - Alternate Phone #: () - - FAX #: () - - E-mail address: _____		
Sign Location, Details and Description		
Address: _____ Tax Map Number of Sign Location: _____ Sign Location in Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Sign Location on building or Property:_____

Size:_____ Materials:_____

Text on Sign:

Please submit a detailed drawing of the sign that shows the outer dimensions of the sign, all lettering on the sign's face, size of the lettering and any lighting proposed.

STEP #3: Sign the Completed Application

- By signing this application, I certify that the statements contained in this application are true and made with full knowledge of all relevant matters and of the circumstances connected with this application.
- I certify that I am the owner of the building/property upon which the sign shall be erected/installed/displayed, and hereby consent to the erection/installation/display of said sign.

Signature:_____ Date: / /

Printed Signature:_____

STEP #4: Attach a Copy of Tape Location / Survey Map

An up to date property survey map showing the building where the sign will be displayed, the location of the sign on the building, -or- location of the sign on the property.

STEP #5: Review

- Approved Date Of Review:_____
 Additional conditions attached
 Denied
 Reason for denial:_____

Code Enforcement Officer Signature:_____ Date: / /