

**Town of Athens**  
**CODE ENFORCEMENT OFFICE**  
2 First Street  
(518) 945-2430 Fax (518) 945-2176

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_, 20\_\_\_\_

Approved \_\_\_\_\_, 20\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Disapproved \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Code Enforcement Officer

**APPLICATION FOR SIGN PERMIT (NEW SIGN)**

Date \_\_\_\_\_, 20\_\_\_\_

- A. This application must be completely filled in by typewriter or in ink and submitted to the Code Enforcement Officer.  
B. Written consent, or a copy of the contract made with the owner of the property upon which the sign is erected, must be attached to this application, if the applicant is not the owner.  
C. Written consent of the owner of the property upon which the sign is erected must be attached to this application, for the Town of Athens, by way of its agents, to enter the property to effectuate and enforce Athens Code 180-36 – Signs.  
D. The permit is nontransferable and is only for the original applicant.

**\*\*\* To submit a complete application you must also furnish the following documents:**

- If the sign is illuminated, proof of an electrical inspection.
- An elevation and plans drawing to scale of the proposed sign.
- The graphic design, including symbols, letters, materials and colors.
- The visual message, text, copy or content of the sign.

Items B and C outlined above.

Permit fee of \$1.25 per square foot – minimum fee of \$30 payable to Town of Athens.

APPLICATION IS HEREBY MADE to the Code Enforcement Office for the issuance of a Sign Permit. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Address/Phone Number

**Applicant is:** ☐ Sign Owner    ☐ Agent    ☐ Property Owner    ☐ Contractor

**Location of Sign:** Tax Map # \_\_\_\_\_ Address: \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Historic Property:** ☐ Yes    ☐ No

**Use of Land:** ☐ Residential    ☐ Vacant    ☐ Commercial \_\_\_\_\_  
Name of Business

**To Read:** \_\_\_\_\_

**Owner of Sign:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

**Owner of Property (if different):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

**SIGN SPECIFICATIONS:****Style of Sign:**☐ Free-Standing   ☐ Portable   ☐ Wall Mounted   ☐ Projecting   ☐ Column☐ Billboard   ☐ Other (*describe*) \_\_\_\_\_**Dimensions of Sign:** \_\_\_\_\_ **Total Square Feet:** \_\_\_\_\_**Illuminated:** ☐ No   ☐ Yes   **If illuminated, describe method and position of illumination:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please sketch a site plan showing relationship of sign (in feet) to nearby buildings, structures, roadways, and property lines:**