



Town of Geneseo
Livingston County, New York

APPLICATION FOR SIGN PERMIT

Instructions Page

(Please do not turn in this page with your application.)

1. This application is to be filled in by type or in black or blue ink. Please submit this application along with two color renderings with dimensions and location of the proposed sign. Applications can be submitted in person or to the Code Enforcement Officer at towncode@geneseony.org
2. All sign permits will be reviewed by the Code Enforcement Officer to determine compliance with the sign regulations of the Town Code.
3. In the event a permit is declined you will be contacted on options including a variance process which includes an appearance before the Zoning Board of Appeals and a public hearing.
4. The work covered by this application shall not commence prior to the issuance of a permit and fees paid to the Town Clerk. Work started prior to issuance of a permit could result in additional fees.
5. Sign regulations may be found on the Town web page at geneseony.org under the Code Enforcement link. Sign. If you need assistance, please contact the Code Enforcement Officer.
6. Upon approval of the application, the Code Enforcement Officer will issue a permit to the applicant and return one set of the color renderings and application.

If you have any questions about what should be included in your permit, please call the office at 585-991-5000 or send an email to towncode@geneseony.org

Thank you,
Town Code Office



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APPLICATION FOR SIGN PERMIT

For Office Use Only:		Permit Number: _____		Fee: _____	
Date:	Property Address:	Tax Map #:		Zone:	

Applicant Contact Information:

Contact Name		Phone	
Address City, St, Zip		Email	

Property Owner Contact Information:

Contact Name		Phone	
Address City, St, Zip		Email	

Details of Proposed Sign		Type of Sign (Check One)	
Size of Sign: Height:	Width:	Freestanding	Wall
Illumination (Check one)		Projecting	Window/Door
<input type="checkbox"/> Internal		Awning/Canopy	Temporary
<input type="checkbox"/> External			

Certification Statement: "I certify that I am duly authorized to make and file this application; all statements contained in this application are true to the best of my knowledge and the work will be performed in a manner set forth by the plans herewith"

Name Of Applicant		Signature	
Name Of Owner		Signature	

For Code Office Use Only:

Building Frontage		Current Sq. Ft.		Max. Allowed Sq. Ft.		Total Proposed Sq. Ft.	
				Yes	No		
Date	Code Enforcement Officer			Approved		Reason for denial	

Action Taken by the Town of Geneseo Zoning Board of Appeals on the Proposed Sign:

	Date:		Date:
ZBA Chairperson		Secretary	
Member		Member	
Member		Member	