



CITY OF LOCKPORT PERMANENT SIGN APPLICATION

(updated 2.23.16)

Location of Sign Installation: _____

Estimated Value of Sign Installation: _____

(*Include itemized cost estimate with this application)

BUSINESS INFORMATION

Business Name: _____

Address: _____

Phone No: _____ Email: _____

OWNER INFORMATION (If different from Business)

Name: _____

Address: _____

Phone No: _____ Email: _____

CONTRACTOR INFORMATION (All contractors must be registered with the City)

Company Name: _____ City Registration #: _____

Address: _____

Phone No: _____ Fax No.: _____ Email: _____

PRIMARY CONTACT

Name: _____ Phone No.: _____

Email: _____ Fax No.: _____

REQUIRED SIGNATURES

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the City of Lockport.

Signature of Property Owner: _____ Date: _____

Signature of Property Lessee: _____ Date: _____

Signature of Owner of Signs: _____ Date: _____
(if different from above)

Signature of Applicant: _____ Date: _____
(if different from above)

REQUIRED SUBMITTAL CHECKLIST

- Completed permit application, including all required signatures.
- Detailed cost estimated cost of sign.
- Scaled drawing of proposed sign (scale must be indicated on drawing)
- Wall & Projection Signs:** Detailed, scaled drawing of building elevation where sign will be placed. All submitted drawings must be drawn to a common scale
- Ground Signs:** Drawing or plat of survey indicating exact location of sign including dimensions of setbacks. Drawings or plats of survey submitted for ground signs must contain exact dimensions of setbacks from property lines and adjacent right-of-way, and linear feet of property and building adjacent to roadways.
- Application fee of \$25 per sign. Please note additional fees may be required for electrical inspections and sign valuation, these will be determined during review.
- Copy of Contractor Registration card

IMPORTANT INFORMATION FOR SIGN APPLICANT AND/OR PROPERTY OWNER

- A sign permit application must be completed for EACH sign
- Applications will NOT be accepted without all required supporting documents listed above. Staff will check for required items when application is submitted; incomplete submittals will be returned to the applicant.
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Lockport. Any violation of this code may result in fines up to \$500.
- It is recommended that sign permit applications be submitted in person. Submitting your application in any other manner may cause unnecessary delays in processing your permit.
- If for some reason your plans change from the approved submittal, all work must be stopped and revisions must be submitted immediately.
- Sign Permits will expire within 6 months. If the sign has not been completed within this time frame, you will need to apply for a new permit. Please note permit fees are NON-refundable.

SIGN INFORMATION

Please indicate the type of sign you wish to install. Fill in all required information located in bold lettering.

_____ **Type 1, Flat Sign:** Wall Signs within a multiple tenant building (excluding the historic district) shall be of common vertical height, elevation and common architecture. The sign area of a primary sign shall not exceed one time the width in feet of the building wall relative to the occupancy, nor shall it extend within two feet of the edge of the wall. The sign area of a secondary sign shall not exceed 0.75 square feet for each linear foot of the building wall relative to the occupancy, nor shall it extend within two feet of the edge of the wall. The sign shall not project higher than the window sill of the second floor or other architectural features.

Number of signs: _____ **Dimensions:** _____

Sq. Ft. of Sign: _____ **Length of exterior wall unit:** _____

Lighting (circle one): Indirect / Neon / Internally-Illuminated / Non-Illuminated

_____ **Type 2, Dimensional Surface Sign:** Wall signs shall be made of individual letters and characters. Signs designed to allow the removal of the entire surface devoted to the message area and allow for its replacement en masse shall be prohibited. Wall signs within a multiple tenant building (excluding historic district) shall be of common vertical height, elevation and common architecture. The sign area of a primary sign shall not exceed one time the width in feet of the building wall relative to the occupancy nor shall it extend within two feet of the edge of the wall. The sign area of a secondary sign shall not exceed 0.75 square feet for each linear foot of the building wall relative to the occupancy, nor shall it extend within two feet of the edge of the wall. The sign shall not be lower than 9 feet above the grade nor project higher than the window sill of the second floor or other architectural features.

Number of signs: _____ **Dimensions:** _____

Sq. Ft. of Sign: _____ **Length of exterior wall unit:** _____

Lighting (circle one): Indirect / Neon / Internally-Illuminated / Non-Illuminated

_____ **Type 3, Awning Sign:** Minimum clearance of 7 ½ feet from the sidewalk to lowest part of the frame and the bottom of the valance shall have a minimum clearance of 7 feet. The sign area shall not exceed 20% of the total canopy area. Metal or plastic shall not be permitted.

Sq. Ft. of Sign Area: _____ **Sq. Ft. of Awning Area:** _____

Material Covering: _____

_____ **Type 4, Projecting Sign:** Sign area shall not be more than 18 square feet in area and no exterior dimension more than 6 feet. No portion of the sign shall be lower than 9 feet above ground, nor more than 14 feet above the ground for one story buildings, 15 feet for buildings over one story. Sign shape is not restricted, allowing for creativity, such as an object or symbol for type of business.

Dimensions: _____ **Clearance from Sidewalk:** _____

_____ **Type 5, Freestanding Sign:** Signs shall be ground mounted (monument style) with masonry, stone, brick or similar base with at least five feet of landscaping at the base. Materials shall complement the design of the principle structure including the use of corresponding materials. Pole mounted signs shall be prohibited. Electronic message centers incorporated into a sign must adhere to the requirements of the sign code (see ordinance). See below for size information:

_____ **Outlots within a development:** Maximum 60 sq. ft. display surface area, maximum 6 feet above grade.

Sq. Ft.: _____ **Dimensions:** _____ **No. of Commercial Units:** _____

_____ **Single Business Building:** Maximum 64 sq. ft. of display surface area, maximum 10 feet above grade.

Sq. Ft.: _____ **Dimensions:** _____ **No. of Commercial Units:** _____

_____ **Business Center (Building hosting 2 or more businesses):** Signage limitations determined by the size of the center (See ordinance):

Size of Business Center: _____ (in square feet)

Sq. Ft. of Sign: _____ **Dimensions:** _____

No. of Signs: _____ **No. of Commercial Units:** _____

Separation between free-standing signs on property: _____

_____ **Type 6, Window Sign:** Signs shall not occupy more than 25% of the window area. Each window is calculated separately for coverage.

Size of Window: _____ **Sq. Ft. of Signage:** _____

_____ **Menu Sign:** Can be Type 2 (Dimensional Sign) or Type 5 (Freestanding Sign). Maximum size of 24 square feet, maximum height of 7 feet.

Total Sq. Ft.: _____ **Dimensions:** _____

_____ **Home Occupation Sign:** One flat or dimensional surface sign shall be permitted that is consistent with the character of the residence, attached flush with the structure. Sign shall not be more than five square feet in area, shall not be illuminated and indicate only the name, occupation and phone number of business.

Total Sq. Ft.: _____

_____ **Sidewalk Sign:** Each business shall be allowed to have one sidewalk sign that identifies a specific business. The sign may only be displayed during business hours and must be removed at the close of the business day. The area of the sidewalk sign shall not exceed four feet in height measured from the sidewalk, two feet in width and three feet in depth. Materials are limited to wood, fiberglass-coated wood, slate or any combination. A weight system must anchor the sign and be used at all times.

Dimensions: _____

_____ **Other, sign not listed above:**

Type of Sign: _____ **Dimensions:** _____ **Total Sq. Ft.:** _____

FOR OFFICE USE ONLY

Application Received:	Date: _____	Initials: _____
Application Approved:	Date: _____	Initials: _____
Applicant Notified:	Date: _____	Initials: _____
Permit Issued:	Date: _____	Initials: _____

Comments: _____

Application Fee:	\$ _____	Permit #: _____
Valuation Fee:	\$ _____	
Electric Inspection Fee:	\$ _____	
TOTAL:	\$ _____	