



# CITY OF LOCKPORT

## PERMANENT SIGN APPLICATION

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

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

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**PRIMARY CONTACT**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

**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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different from above)

## REQUIRED SUBMITTAL CHECKLIST

- Completed permit application, including all required signatures.
- Copy of cost estimate of sign.
- Two (2) sets of scaled drawings 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.

## 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 12 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**

**Indicate the type of sign you wish to install and fill in all required information.**

**Wall 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 1.25 times 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 1.00 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 bottom of the window sills of the second floor or other architectural features of the building.

**Number of signs:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Sq. Ft. of Sign:** \_\_\_\_\_ **Length of exterior wall unit:** \_\_\_\_\_

**Lighting (circle one):** Internal Illumination / Back-lit / Indirect Lighting

**Dimensional Surface Sign:** Wall signs shall be made as either: flat/painted, dimensional surface, pin mounted, channel letter, reverse channel letter, raceway or cabinet sign.. 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 the Historic District) shall be of common vertical height, elevation and architecture. The sign area 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 1.00 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 more than 12 inches from the wall, the lowest part to be not less than 9 feet above the grade elevation at the point immediately below, nor shall it project higher than the bottom of the window sills of the second floor or other architectural features of the building.

**Number of signs:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Sq. Ft. of Sign:** \_\_\_\_\_ **Length of exterior wall unit:** \_\_\_\_\_

**Lighting (circle one):** Internal Illumination / Back-lit / Indirect Lighting

**Awning Sign:** Can be placed above windows and doors. The signage on the awning shall not exceed 20% of the total canopy area. The awning upon which the sign is located shall be a traditional canvas design. Awning and sign colors should complement the building to which it is attached. Metal or plastic awnings are ~~be~~ permitted.

**Sq. Ft. of Sign Area:** \_\_\_\_\_ **Sq. Ft. of Awning Area:** \_\_\_\_\_

**Material Covering:** \_\_\_\_\_

**Projecting Sign:** Sign area shall not be more than 18 square feet in area (each face) and no exterior dimension shall be more than 6 feet. The sign shall not project more than seven feet from the building wall, and no portion of the sign shall be lower than nine feet above grade and no more than 14 feet above grade. No projecting sign or any part of the support structure for a projecting sign shall be permitted to extend above the parapet of the building. For buildings over one story, no part of the sign shall be over 15 feet above grade.-

**Dimensions:** \_\_\_\_\_ **Clearance from Sidewalk:** \_\_\_\_\_

**Monument Sign:** Monument-style signs must be ground mounted and shall have a masonry, stone, or brick base with at least five feet of landscaping at the base. Signs must complement the design of the principle structure, including the use of corresponding materials. No portion of a monument sign may extend over a property line and shall be located a minimum of five feet from any front or corner side lot line, and 10 feet from any interior side lot line. Sign base: minimum of 2.5 feet in height and minimum of one hundred percent (100%) of the width of the sign. Electronic message centers incorporated into a monument 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 consisting of 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:** \_\_\_\_\_

\_\_\_\_\_ **Permanent 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 Dimensional Surface, Monument or Pole 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 or object cannot exceed four feet high as measured from the sidewalk two feet in width and three feet in depth. Materials are limited to iron, steel, wood, plastic, fiberglass-coated wood, or specific article or object that would identify the type of service or business offered within the store. A weight system must anchor the sign and be used at all times and must be included in the design.

**Dimensions:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Permit # \_\_\_\_\_

Building Dept. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Dept. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Sign Fee:	\$	_____	\$25.00	for sign valued at \$1,000 or less
Valuation Fee:	\$	_____	\$5.00	per additional \$1,000 valuation
Electric Inspection Fee:	\$	_____	\$30.00	for electrical connections or wiring (if applicable)
TOTAL:	\$	_____		