

Incorporated Village of Lawrence

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

Business Sign Application

Date: _____

Dept Use ONLY

Application # _____

Application Date _____

Filing Fee \$50 _____

Section: _____ Block: _____ Lot: _____

Address: _____ Property Owner: _____

Tel. No.: _____ Email: _____

Owner / Tennant

Name: _____ Email: _____

Address: _____

Tel. No.: _____

Contractor's Information

Name: _____ Email: _____

Address: _____

Tel. No.: _____

Words on Sign: _____

Storefront signs shall conform to the following conditions and requirements:

- *No sign shall project over the sidewalk or over any public property*
- *The sign shall not exceed 75% of the length of the store frontage, to a maximum of 20 feet.*
- *The sign shall not exceed 30 inches in height.*
- *The letter size may not exceed 18 inches.*
- *Signs shall be limited to two colors, white and black being considered colors.*
- *The content of a sign may display only the name of the occupant of the premises and, in no more than three words, may also identify the nature of the service or business.*
- *Signs consisting of individually placed letters shall be of matte finish.*
- *Internally illuminated signs shall be of stencil-cut type, such that, when illuminated, only the letters are displayed and not the background.*
- *No sign shall be affixed to any door or window in any storefront.*
- *No sign shall be painted directly on a wall.*
- *No exterior sign shall be made of cardboard, paper, canvas, or other impermanent materials*

Required Items for Application

- Two renderings of the sign to be installed
- Liability Insurance, Workers Compensation Insurance and Disability Insurance (with the Village of Lawrence as the certificate holders)
- Application fee of \$50

State of New York
County of Nassau
Village of Lawrence

Notary Signature & Stamp:

The undersigned (Print Name) _____ being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premise and that all provisions of the applicable ZONING ORDINANCE, BUILDING ADMINISTRATIVE ORDINANCE, BUILDING CONSTRUCTION CODE AND ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS pertaining to the proposed work shall be complied with, whether specified or not and that such work is authorized by the owner.

Sworn to before me this _____ day of _____ 20 _____

Signature of Owner, Tennant, Contractor (circle one)

ALL FEES ARE NON REFUNDABLE