

TOWN OF ROTTERDAM BUILDING DEPARTMENT
SIGNAGE
355-7575 Ext 395

Needed To Obtain a Sign Permit:

1. Sign Permit Application to be filled out and left with required items for Building Department Review.
2. Three (3) sets of structural drawings showing details of proposed project.
3. Site plan drawing showing lot size, boundaries, structures and project location.
4. All work must conform with the New York State Building Code – **No Exceptions!**

Sign Set-Back Requirements:

See attached sheets.

Sign Permit Fees:

A) Pylon Sign (New)	\$125
B) Pylon Sign (Reface)	\$75
C) All other signage	\$2.50 per square foot

Permit Process:

Submit the completed Application, Site Plan and Insurance Certificates to the Building Department for review and approval (approval usually takes approximately 3-5 days). When project is approved, the permit must be picked up and paid for at Town Hall. Permits must be visibly posted on the property during construction.

Town of Rotterdam Code

§ 270-151. Signs.

- A. Applicability. No signs, whether new or existing, shall hereafter be erected or altered except in conformance with the provisions of this chapter. Nonconforming signs existing prior to the effective date of this section shall be permitted to remain; however, any change of use or sign shall conform to the requirements of this section.
- B. Exceptions. For the purposes of this section, the term "sign" does not include signs erected and maintained in connection with the discharge of any governmental function, nor does it include political signs. Political signs are subject to the provisions of § 270-151.1 of this chapter. Billboards, that is any sign that directs attention to an idea, product, business activity, service or entertainment which is conducted, sold or offered elsewhere than upon the lot or parcel on which such sign is located, and is not a directional sign as defined herein, shall conform to the requirements of § 270-152 of this chapter. [Amended 8-14-1996 by L.L. No. 7-1996]

- C. General requirements. In any district, all signs shall comply with the following general requirements:
- (1) Illumination. No sign shall be illuminated in a manner which will cause undue distraction, confusion or glare to vehicular traffic or which will create a nuisance to adjoining property.
 - (2) Structure. Any sign, except signs painted on a building or structure, shall comply with the Building Code as to strength.
 - (3) Directional signs. Each principal nonresidential use may erect and maintain not more than three necessary directional signs for guidance of the public. A directional sign is a sign containing only the name of an establishment having goods, services or entertainment and any necessary directional guidance. Such sign may not be greater than 10 feet in sign area. A directional sign may also include the standard symbol for guide signs as shown in the Manual of Uniform Traffic Control Devices.
 - (4) Temporary signs. No temporary or portable signs or signs on a trailer shall be placed on any premises or building except as otherwise permitted herein.
 - (5) Flashing signs. No sign shall be illuminated by or contain flashing, intermittent, rotating or moving light or lights.
 - (6) Location of signs. On a corner lot, no sign, landscaping or structure shall be erected, placed or maintained within the triangular area formed by intersecting street lines and a straight line joining street lines at points which are 30 feet distant from the point of intersection, measured along the street lines. No sign shall be placed so as to obstruct the necessary sight distance of vehicular traffic.
 - (7) Sign area calculation. Sign area is the surface area within the shortest lines that can be drawn around the outside perimeter of a sign, including all decorations and lights, but excluding the supports if they are not used for advertising purposes. One face of the sign shall be counted in computing the sign area. Any neon tube, string of lights or similar device shall be deemed to have a minimum dimension of one foot for the purpose of computing sign area.
- D. [Amended 5-26-1993 by L.L. No. 9-1993] Signs in residential districts. No sign or other device for advertising purposes of any kind may be erected or established in any A, RA, R-1, R-2 or R-3 District except as follows:
- (1) One sign not exceeding one square foot in area which announces the name and profession or permitted home occupation of the occupant of the premises will be permitted.
 - (2) One temporary real estate or construction sign not exceeding 12 square feet in area will be permitted on the property being sold, leased or developed. Such sign shall be removed promptly when it has fulfilled its function.
 - (3) One sign or bulletin board customarily incidental to religious institutions, mobile home parks, cemeteries and other permitted nonresidential uses, which sign shall not exceed 20 square feet in area.
 - (4) Posting of notice to the public pertaining to but not limited to fishing, trespassing, hunting and snowmobiling, provided that each sign does not exceed 1 1/2 square feet in area.

E. Signs in business and industrial districts. In the B-1, B-2, I-1 and I-2 Districts, no sign or other device for advertising purposes shall be erected or established except as follows:

- (1) Signs permitted in the residential districts. (See Subsection D above.)
- (2) Building-mounted signs accessory to a business or industrial use shall not extend more than 12 inches beyond the building facade and shall not extend above the roof of the building. The aggregate total surface display of such signs shall not exceed, in square feet, two times the number of linear feet of the width of the building front. In the case of a corner lot, the sign area may be increased one times the number of linear feet of the building face fronting on the secondary street or roadway. However, such increased permitted sign area shall be use only for the erection of a permitted sign on the length of the building which faces the secondary street or roadway.
- (3) One ground-mounted sign may be erected and maintained not less than five feet from the property line. Such sign may contain a total sign area of 15 square feet or not more than one square foot for each 1,000 square feet of the lot or parcel area containing such sign, whichever is greater, up to a maximum sign area of 200 square feet.
- (4) Signs in the business and industrial district shall contain no information beyond the name, nature or principal use, symbol and other information necessary for the business or use. Such sign shall contain no information or advertising for any product or service not sold or performed on the premises. However, no part of such sign nor supporting upright or pole shall be closer than five feet from the property line or the vertical extension of such property line.

§ 270-151.1. Political signs. [Added 8-14-1996 by L.L. No. 7-1996]

- A. The Town Board of the Town of Rotterdam has determined that the unrestricted proliferation of political signs throughout the Town of Rotterdam can be aesthetically detrimental to the environment, may be distractive to motorists and thereby create a traffic hazard and may contribute to littering of public and private property when not timely removed. The purpose of this section is to preclude these undesirable consequences by placing reasonable restrictions on the placement and erection of political signs.
- B. For purposes of this section, a "political sign" is any sign which bears the name and/or political party of a candidate or candidates for public office. "Public office" includes federal, state, county, city, town, village and school district offices.
- C. No person shall place or erect a political sign on any property owned by the federal government, State of New York, the Town of Rotterdam, New York, or any other municipality, special town water or sewer district or school district, including the paved and unpaved rights-of-way of roadways, located in the Town of Rotterdam, New York.
- D. No candidate shall place or cause to be placed or erect a political sign exceeding two by four (2 x 4) feet in size on any privately owned property situate in an RA, R-1, R-2 or R-3 residential zoning district as enumerated in § 270-6 of this Code. The post or supporting standard shall not be considered in computing the aforesaid size limitation. It is the presumption of this section that all signs erected on the above-referred-to residential property have been so erected by the candidate whose name appears on said sign and

with the permission of the owner of said property. Said sign shall be the sole responsibility of the candidate whose name appears on said sign including the duties, obligations and penalties as provided for in this section.

- E. No signs shall be placed on the sides of overpass or underpass vehicular bridges or railroad bridges, on poles carrying utility lines, traffic signals, streetlights or telephone lines and on direction or traffic signs.
- F. No signs shall be erected or placed as to obstruct or impair vision at any road intersection or the entrance to and exit from private driveways.
- G. Political signs shall not be erected or placed earlier than September 1 of the year of the primary and general election for the candidate named on the sign and shall be removed within 14 days after the election. It shall be the responsibility of the person erecting or placing the sign to cause its removal. [Amended 4-14-1999 by L.L. No. 6-1999]
- H. The Town Building Inspector, Zoning Officer and all police officers are empowered to remove any sign which is erected or placed in violation of the provisions of this section and to dispose of the sign in any appropriate manner, including trashing. Removal shall be without the necessity of prior notice to the candidate or anyone else.
- I. A person violating any provision of this section shall be subject to the penalties contained in § 270-180 of this chapter.

§ 270-152. Billboards.

- A. Definition. A "billboard" is any sign that directs attention to an idea, product, business, activity, service or entertainment which is conducted, sold or offered elsewhere than upon the lot or parcel on which such sign is located; and is not a directional sign as defined in § 270-151.
- B. Billboards of any nature or kind are hereby prohibited in the Town of Rotterdam and shall not be permitted. [Amended 9-9-1998 by L.L. No. 14-1998]



Town of Rotterdam
Department of Public Works

LETTER OF AUTHORIZATION FOR PERMIT AND ZONING APPLICATION

To Whom It May Concern:

I, _____, as owner of the property located
(print name)

at _____, Town of Rotterdam, in the

State of New York, hereby designate _____
(name)

(city, state, zip, and phone number)

as my contractor and registered agent for the purposes of the applying
for Permits and Zoning representation regarding my building project.

Signature: _____

Date: _____

letter of authorization for permit and zoning application.doc

TOWN OF ROTTERDAM SIGN PERMIT APPLICATION

APPLICATION IS HEREBY MADE to the Building Department for the Issuance of a Building Permit pursuant to the new York State Building Construction Code for the construction of signage, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY

Application # _____

Approved: Disapproved:

Cost of Permit: \$ _____

INITIALS _____

COST OF CONSTRUCTION: \$\$\$	
Property Address:	
Property Owner:	
Property Owner Address:	
Tax Map Number:	
Property Owner Phone Number:	
Applicant:	
Applicant Address:	
Applicant Phone Number:	
Contractor:	
Contractor Address:	
Contractor Phone Number:	
Contractor Insurance	Liability Workers Compensation (Must be included with application)

TYPE OF LOT:	CORNER LOT	INTERIOR LOT
FORMULAS:		
PYLON SIGN:	SQUARE FOOTAGE OF LOT ÷ 1,000 = TOTAL ALLOWED SQUARE FOOTAGE	
	_____ sq.ft. ÷ 1,000 = _____ sq.ft.	
FRONT BUILDING MOUNTED SIGN:	LENGTH OF BUILDING FRONT X 2 = TOTAL ALLOWED SQUARE FOOTAGE	
	_____ x 2 = _____ sq.ft.	
THIS SECTION APPLIES TO CORNER LOTS <u>ONLY</u>		
SECONDARY FRONT BUILDING MOUNTED SIGN:	LENGTH OF BUILDING SECONDARY FRONT X 1 = TOTAL ALLOWED SQUARE FOOTAGE	
	_____ x 1 = _____ sq.ft.	

TYPE OF SIGN:

_____ PYLON (If checked, please complete section below)	_____ BUILDING MOUNTED (If checked, please complete section below)
PROPOSED SIGN SIZE:	PROPOSED SIGN SIZE:
_____ x _____ = _____ sq.ft.	_____ x _____ = _____ sq.ft.
_____ DIRECTIONAL _____ x _____ = _____ sq.ft.	Note: Per the Code of the Town of Rotterdam, Chapter 270-151C(3), "...may not be greater than 10 feet in sign area."

**TOWN OF ROTTERDAM
SIGN PERMIT APPLICATION (Cont.)**

DESCRIPTION OF CONSTRUCTION FOR PYLON SIGN:

DESCRIPTION OF CONSTRUCTION FOR FRONT BUILDING MOUNTED SIGN:

DESCRIPTION OF CONSTRUCTION FOR SECONDARY FRONT BUILDING MOUNTED SIGN:

APPLICANT'S SIGNATURE _____ DATE _____