



**Town of Halfmoon**  
**2 Halfmoon Town Plaza**  
**Halfmoon, NY 12065**  
**371-7410 ext. 2601**  
**Fax: 371-0304**  
**Planning Department**

**SIGN APPLICATION**  
**Application Fee: \$57.00**

**Project #:** \_\_\_\_\_

Business/Project Name: \_\_\_\_\_

Location of sign: Street address and number: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of sign company providing sign: \_\_\_\_\_

Sign Company phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Number of signs proposed:** \_\_\_\_\_ (additional sheets may be submitted)

**Sign will be (check all that apply):**     Replacement of existing sign/panel     New Sign  
 Wall/Awning/Roof Sign     Free-standing

**Wall-Mounted (One-Sided):**

**Sign #1**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)  
(H)      (W)      (Total)  
Illumination:  Internal  Flood  Other \_\_\_\_\_

**Sign #2**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)  
(H)      (W)      (Total)  
Illumination:  Internal  Flood  Other \_\_\_\_\_

**Sign #3**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)  
(H)      (W)      (Total)  
Illumination:  Internal  Flood  Other \_\_\_\_\_

**Sign #4**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)  
(H)      (W)      (Total)  
Illumination:  Internal  Flood  Other \_\_\_\_\_

**Monument or Free-standing:**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)    Illumination:  Internal  Flood  None  Other \_\_\_\_\_  
(H)      (W)      (Total)  
Number of sides:  One-sided     Two-sided    Total Height: \_\_\_\_\_ ft \_\_\_\_\_ in

**Do other signs exist on property?**     Yes     No

**If yes, please supply the number and total square footage of all other signage:**

Dimension: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ (SF)    Illumination:  Internal  Flood  Other

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A copy of the color rendering with the dimensions of your sign(s) and a plot plan (2 Copies) showing the location of the sign(s) must be attached to this application.**

**\*\*This application must be submitted to the Town of Halfmoon, Planning Dept. along with any other signs located on the property and their dimensions. Signs shall be placed outside of the Right of Way and no less than 50 feet from an adjacent residential district.**

**\*\*After you receive Planning Board approval, you must contact the Building Department at 371-7410 ext. 2502 Monday thru Friday 8:00am to 4:00pm for sign permit requirements.**

(For Department Use Only)

Planning Board Action:    Approved     Disapproved     Reason for disapproval: \_\_\_\_\_

Signature of Planning Board Chairman: \_\_\_\_\_ Date: \_\_\_\_\_



**Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
371-7410 ext. 2601  
Planning Department**

**PLEASE RETAIN THIS PAGE FOR YOUR REFERENCE**

Dear Applicant:

If you plan to mail in your application, please send the complete application and payment to:

Town of Halfmoon  
Planning Department  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

All applications must be received by 4 pm on the day of the deadline in order to be considered for placement on the next meeting agenda at the discretion of the Planning Department.

Once the Planning Board determines the application is complete, it will continue its review until either approval or disapproval is determined.

**Please be aware that you must contact the Building Department for Sign Permit requirements following Planning Board approval at 371-7410 ext. 2502 Monday thru Friday 8:00am to 4:00pm.**

The Planning Board convenes the second and fourth Monday of each month at 7pm. If you have any questions, please contact our department.

Thank you,

The Planning Department



**Town of Halfmoon  
Planning Department  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
(518) 371-7410 ext. 2601  
(518) 371-0304 - Fax**

**OWNER AUTHORIZATION FOR SIGN APPLICATION SUBMITTAL**

The undersigned, who is the owner of the premises known as  
....., identified as Tax Map #.....hereby  
authorizes .....to bring the application before  
the Planning Board of the Town of Halfmoon for site plan review/subdivision approval.

The undersigned further permits the Town or its authorized representative  
access to the property to review existing site conditions during the review process.

STATE OF NEW YORK        )  
COUNTY OF SARATOGA    )SS.

On this .....day of .....,Two Thousand and ....., before me,  
the subscriber, personally appeared ..... to me  
personally known and known to me to be the same person described in and who executed  
the within Instrument, and .....he.....acknowledged to me that .....he.....executed the same.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

## **Local Laws Relating to Zoning of the Town of Halfmoon**

### **§ 165-50 General regulations.**

[Amended 8-20-2009]

A.

Signs shall be structurally sound and be constructed of durable materials and shall be maintained in good condition, including plumb and level. Signs which are permitted to deteriorate shall be removed upon direction of the Planning, Building and Zoning Department following notification to the owner.

B.

No sign shall be located higher than the building to which it is attached.

C.

No sign shall be located on the roof of any building.

D.

No rotating, projecting or animated signs shall be permitted.

E.

No freestanding sign shall be higher than 16 feet from the ground. The Planning Board shall have the authority to further restrict the height of the sign so as to make the sign compatible with the surrounding area.

F.

No sign, other than an official traffic sign, shall be erected within the right-of-way line of any public street.

G.

No sign shall have a source of illumination directed toward a public street or adjacent property.

H.

No sign shall emit any flashing or intermittent illumination.

I.

No banner or pennant, except as part of a grand opening when affixed exclusively to the face of a building for a maximum of 30 days. No banner or pennant sign shall be permitted in conjunction with a grand opening sign pursuant to § [165-48G](#).

J.

No sign which may be confused with any traffic control device or which might interfere with the vision or discernment of any traffic sign or which might cause danger to the public.

K.

No exposed neon signs.

L.

Off-premises advertising signs shall only be permitted in the Off-Premises Sign Overlay Zone.

M.

Mobile, portable or vehicle-mounted signs are not permitted in any district, except as otherwise permitted herein.

N.

Signs in any C-I Commercial, LI-C Light Industrial/Commercial or M-I Industrial District shall be placed no less than 50 feet from any adjacent residential district.

O.

Any authorized sign may contain noncommercial copy in lieu of any other copy.

P.

All sign faces shall be two-dimensional with no raised surface exceeding one inch in residential districts or four inches in commercial districts.

Q.

Any sign not permitted is prohibited. Any sign not permitted in this article and any sign specifically designated in this section is prohibited.

R.

No sign or part thereof is permitted on a vehicle parked on a public right-of-way or public property or on private property so as to be intended to be viewed from a motorized vehicular traffic, which has for its basic purpose the providing of advertisement of products or directing people to a business or activity located on the same or nearby property or any other premises. This subsection is not intended to prohibit any form of vehicular signage, such as a sign attached to a bus or lettered on a motor vehicle or signs that are part of a vehicle such as a construction trailer, whose primary purpose is not advertising to the public right-of-way.