



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

SIGN APPLICATION
Application Fee: \$56.00

Project #: _____

Business/Project Name: _____

Location of sign: Street address and number: _____

Applicant's name: _____ Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Signature of applicant: _____

Name of sign company providing sign: _____

Sign Company phone #: _____ E-mail: _____

Wall-Mounted

Sign #1

a.) Size: _____ X _____ = _____ (Square Feet)
(Height) (Width) (Total)

b.) Illumination: Internal Flood Other _____

Sign #3

a.) Size: _____ X _____ = _____ (Square Feet)
(Height) (Width) (Total)

b.) Illumination: Internal Flood Other _____

Sign #2

a.) Size: _____ X _____ = _____ (Square Feet)
(Height) (Width) (Total)

b.) Illumination: Internal Flood Other _____

Sign #4

a.) Size: _____ X _____ = _____ (Square Feet)
(Height) (Width) (Total)

b.) Illumination: Internal Flood Other _____

Monument or Free-standing

Sign #1

a.) Size: _____ X _____ = _____ (Square Feet)
(Height) (Width) (Total)

b.) Illumination: Internal Flood Other _____

c.) Total Height: _____ feet _____ inches

d.) Sides: One-sided Two-sided

A copy of the color rendering with the dimensions of your sign(s) and a plot plan 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 2 copies of your plot plan showing the location of the sign being proposed, along with any other signs located on the property and their dimensions. Signs shall be placed no less than 15 feet from the front property line 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: _____



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371-7410 ext. 2601
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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 Board
Two Halfmoon Town Plaza
Halfmoon, NY 12065

All applications must be received by 12 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
Two Halfmoon Town Plaza
Halfmoon, NY 12065
(518) 371-7410 ext. 2601
Planning Department**

OWNER AUTHORIZATION FOR SITE PLAN/SUBDIVISION REVIEW

The undersigned, who is the owner of the premises known as
....., identified as Tax Map #.....hereby
authorizesto 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 thisday 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, andhe.....acknowledged to me thathe.....executed the same.

Owner

Notary Public

Local Laws Relating to Zoning of the Town of Halfmoon

Section 1003. General Regulations

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 Town Board following notification to the owner.

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

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

No rotating, projecting or animated signs shall be permitted.

No sign shall be higher than twenty (20) 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.

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

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

No sign shall emit any flashing or intermittent illumination.

No banner or pennant, except as part of a grand opening when affixed exclusively to the face of a building for a maximum of thirty days.

No sign or part thereof which includes lighting devices and/or reflectors which are placed so as to frame the outline or provide the background for a sign.

No sign that 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.

No exposed neon signs.

Advertising signs shall only be permitted in the off-premises sign overlay zone.

Signs in any district shall be placed as permitted by the Planning Board after review and approval of the proposed location.

Mobile, portable or vehicle-mounted signs are not permitted in any district.

Signs in any C-1 Commercial, LI-C Light Industrial/Commercial or M-I Industrial district shall be placed no less than 50 feet from any adjacent residential district.

Any authorized sign may contain non-commercial copy in lieu of any other copy.

All sign faces shall be two-dimensional with no raised surface exceeding one (1) inch in residential districts or four (4) inches in commercial districts.

****The above regulations are the general requirements for the Town of Halfmoon. Please contact the Planning Dept. for sign regulations specific to your district.**