

**Architectural Review Board
Town of North Castle
17 Bedford Rd. – Town Hall Annex
Armonk, NY 10504
914-273-8625**

REQUIREMENTS FOR A SIGN PERMIT

The Architectural Review Board requires that you submit the following information with your Sign Application in order that a review of your project can be made:

(5) Colored renderings of proposed signage

(5) Photo's of existing building

(5) Plans of existing elevation of building, "SUPER IMPOSING THE SIGN AND LOCATION ONTO EXISTING BUILDING"

(5) Background information to include:

- 1. Samples of building materials**
- 2. Type**
- 3. Size**
- 4. Color**
- 5. Size of lettering**

**(2) Separate checks: ARB fee \$100.00
Tracking fee \$20.00**

**APPLICATION FOR
SIGN PERMIT
NORTH CASTLE BUILDING DEPARTMENT
17 BEDFORD ROAD ARMONK, NY 10504
PHONE # (914) 273-8625**

The undersigned, in accordance with the SIGN REGULATIONS of the Town of North Castle and structural requirements of the NYS Building Code, hereby applies for a permit to erect sign(s) as listed herein, and further agrees to notify the Building Inspector when installation is complete:

Property Location: _____			
Section: _____	Block: _____	Lot: _____	Zoning District: _____
Owner: _____	Address: _____	Phone: (____) ____ - ____	Zip: _____
Agent or Lessee: _____	Address: _____	Phone: (____) ____ - ____	Zip: _____
Contractor: _____	Address: _____	Phone: (____) ____ - ____	Zip: _____

Type of Sign to be Erected:

Free Standing _____ sq. ft.
 Building Sign _____ sq. ft.
 Other _____ sq. ft.

Permit Fee: \$ _____
C.C. Fee: \$ _____
TOTAL: \$ _____

Fee Schedule: \$5 for first 10 ft., 50¢ each add'l sq. ft. or fraction thereof
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How many feet of building frontage exist? _____
 Does this sign reflect a change of use at premises? **YES OR NO**

ATTACH PLAN SHOWING LOCATION OF SIGN WITH RESPECT TO PROPERTY LINE OR PLACEMENT ON BUILDING. INDICATE DIMENSIONS, STRUCTURAL DETAILS, TEXT, MATERIALS TO BE USED, AND ILLUMINATION DETAILS. INCLUDE FRONT & SIDE ELEVATIONS OF SUBJECT BUILDING.

Wording of Sign: _____

SIGN PERMITS REQUIRING PLANNING BOARD APPROVAL

- 1) All new commercial construction
- 2) Existing commercial building with use change requiring additional parking

In these cases, the Planning Board must review the Sign Permit Application, the detailed sign plans, and the site plan. Three extra sets of these items must accompany this application and a \$_____ fee is required.

Fees Received: _____ Date: ____/____/____
 Plans Received: _____ Approval Granted: _____

 Signature of Applicant

 Signature of Owner

Date: ____/____/____

- (b) Not more than one (1) temporary sign for each street frontage of the lot, identifying the architect, engineer and/or contractor, and not exceeding six (6) square feet in area in residential districts and thirty-two (32) square feet in nonresidential districts, shall be permitted during the course of construction.
- (c) Temporary signs appertaining to and displayed only during campaigns, drives or events of civic, philanthropic, educational or religious institutions.
- (8) Maintenance. All signs and components thereof shall be kept in good repair and in safe, neat, clean and attractive condition.
- (9) Removal of signs. The property owner shall remove or cause to be removed all signs related to nonresidential uses within one (1) month of the time premises are vacated, except signs as regulated in Subsection C(7)(a).
- D. Permits. A sign shall be considered a structure, and a building permit shall be obtained for the erection, relocation or structural alteration of any sign. A building permit shall be required for any temporary sign exceeding one (1) square foot in area and intended for display for more than seven (7) days. Temporary signs of one (1) square foot in area or less and intended for display for seven (7) days or less may be erected on private property without a permit. Site plan approval shall be required for any sign which pertains to a use for which site plan or special permit approval is required.
- (1) Permit fee. Every applicant for a permit, before being granted such permit, shall pay to the Building Inspector a fee in the amount of five dollars (\$5.) plus fifty cents (\$0.50) for each square foot, or fraction thereof, in excess of ten (10) square feet of sign area. No temporary sign permit fee shall be required of any nonprofit organization.
- (2) Site plan approval. In connection with its action on a site plan application, the Planning Board shall consider the relationship of each sign to the safety and convenience of the public.

- (3) Referral to Architectural Board of Review. The Planning Board shall refer all sign plans to the Architectural Board of Review for approval of sign, type, size, color, illumination and location, as a condition of site plan approval. The Architectural Board of Review may approve, conditionally approved subject to specified modifications or disapprove any applications referred to it, provided that the Board finds that the sign for which a permit was applied would, if erected or painted, be detrimental to property values or the harmonious development of the surrounding area for one (1) or more of the following reasons:
- (a) A type or quality of design distinctively out of character with existing development in the affected vicinity;
 - (b) A sign out of scale with other signs upon surrounding buildings, or with architectural detail of surrounding buildings;
 - (c) Colors which cover so large an area of the sign and which at the same time are so in conflict with the colors of the surrounding buildings as to appear out of place;
 - (d) Lighting so intense and bright as to cause undue glare; or
 - (e) Location in conflict with the character of the affected vicinity as established by conforming existing development, or as clearly intended by the nature of other applicable zoning regulations.
- (4) Coordinated signage plan. The Planning Board may propose, in consultation with the Architectural Board of Review, a coordinated signage plan, for any area or areas of the town, to serve as a guide for each individual establishment within said area. In areas where such an overall plan has not been prepared, the Planning Board may require, in conjunction with an application for site plan approval involving two (2) or more establishments, the submission of a signage plan for such area, which

plan shall include but is not limited to material, color, texture, lighting, dimensions, location and style of lettering.

E. Signs in residence districts. In residence districts, in conformance with all other regulations of this chapter, signs are hereby permitted as follows:

- (1) One (1) sign, not exceeding two (2) square feet in area, giving the name of the property and/or occupant, and any profession or occupation permitted as an accessory use on the lot.
- (2) For governmental and special permit uses, one (1) sign at each street frontage where the use has an access drive, provided that the total area of such sign does not exceed thirty (30) square feet and no one sign exceeds fifteen (15) square feet in area.
- (3) No sign exceeding two (2) square feet in area shall be located nearer than five (5) feet to any property line.

F. Signs in nonresidential districts. In nonresidential districts, in conformance with all other regulations of this chapter, signs are hereby permitted as follows:

(1) Area.

District	Maximum Area of Building Sign	Maximum Area of Freestanding Sign
SC	2 square feet for each linear foot of the front wall of the building, but not over 300 square feet; height including background shall not exceed 3 feet	20 square feet plus 1 square foot for each 3 linear feet that the front wall of the building exceeds 50 feet in length but not over 100 square feet
NB	Total sign area, including both building signs and freestanding signs, shall not exceed 150 square feet	20 square feet

District	Maximum Area of Building Sign	Maximum Area of Freestanding Sign
CB-A and CB-B	2 square feet for each linear foot of the front wall of the building, but not over 50 square feet	10 square feet
CB and RB	2 square feet for each linear foot of the front wall of the building, but not over 300 square feet the building in length, but not over 100 square feet	20 square feet plus 1 square foot for each 3 linear feet that the front wall of exceeds 50 feet
GB	2 square feet for each linear foot of the front wall of the building, but not over 50 square feet	10 square feet
OB	30 square feet dimension	30 square feet and not over 10 feet
RO	4 square feet	8 square feet
PBO-2A	30 square feet	10 square feet
PBO and RELIP	25 square feet	10 square feet and 5 feet in length
PLI	2% of the area of the building wall on which it is mounted or 20 square feet whichever is greater, except as permitted in Subsection F(9)	10 square feet and 5 feet in length
IND-AA	10 square feet and 5 feet in length	10 square feet and 5 feet in length

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NORTH CASTLE CODE

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District	Maximum Area of Building Sign	Maximum Area of Freestanding Sign
IND-A	2 square feet for each linear foot of the front wall of the building but not over 150 square feet; height including background shall not exceed 3 feet	20 square feet plus 1 square foot for each 3 linear feet that the front wall of building exceeds 50 feet in length but not over 100 square feet

(2) Number of signs, letter size and height of freestanding signs.

District	Maximum Number of Signs	Maximum Vertical Letter Size (feet)	Maximum Height of Freestanding Sign (measured from the top of the sign) (feet)
SC	2 building signs; 1 freestanding sign on each street frontage of the lot	2.5	20
NB	2 building signs; 1 freestanding sign at the vehicular entrance to the site	2.5	10
CB-A and CB-B	1 or as determined in accordance with Subsection D(4)	2	6

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ZONING

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District	Maximum Number of Signs	Maximum Vertical Letter Size (feet)	Maximum Height of Freestanding Sign (measured from the top of the sign) (feet)
CB and RB	2 building signs; 1 freestanding sign on each street frontage of the lot	2.5, except that the first letter or symbol may not exceed 4	20
GB	1 or as determined in accordance with Subsection D(4)	2	6
OB	2	—	12
RO	1 building sign; 1 freestanding sign	1	5
PBO-2A	1 building sign; 1 freestanding sign	2, except that the first letter or symbol may not exceed 4	12
PBO	1 building sign; 1 freestanding sign	2	10
RELIP	1 building sign and 1 freestanding sign in addition to that permitted in Subsection F(3)	2, except as permitted in Subsection F(9)	4, except as permitted in Subsection F(3)

District	Maximum Number of Signs	Maximum Vertical Letter Size (feet)	Maximum Height of Freestanding Sign (measured from the top of the sign) (feet)
PLI	1 building sign, except as permitted in Subsection F(9), and 1 freestanding sign in addition to that permitted in Subsection F(3)	—	4, except as permitted in Subsection F(3)
IND-AA	1	—	12
IND-A	2	2.5	20

(3) Industrial parks. In PLI and RELIP Districts, for each industrial park subdivision which includes at least one (1) new road, the following signs are permitted in addition to all other permitted signs:

(a) One (1) freestanding directory sign, not exceeding forty (40) square feet in area, nor ten (10) feet in any dimension and, measured from the top of the sign, no more than twelve (12) feet above ground level. Any such sign shall be located at or near the entrance of the new road to the main road.

(b) One (1) freestanding park name sign, not exceeding twenty-five (25) square feet in area, nor twenty (20) feet in length. Measured from the top of the sign, the height shall not exceed six (6) feet above ground level.

(4) Building sign type. In PBO-2A, PBO, PLI and RELIP Districts, building signs shall be mounted on and parallel to the wall of the building.

- (5) Multitenanted buildings. In multitenanted buildings, the allowable sign area shall be divided among the tenants, in shares proportionate to the amount of the building used. These shares shall be transferable. In addition, one (1) nameplate, not exceeding four (4) square feet in area, may be affixed to the building wall adjacent to each tenant's principal entrance door or alternatively applied to the door itself; and a second nameplate, not exceeding two (2) square feet in area, may be similarly located at each tenant's freight or service entrance, if such entrance exists.
 - (6) Building sign height. No sign shall be placed on the roof or shall project above the walls of the structure on which it is placed, except in CB and RB Districts, where a sign may project not more than two (2) feet above the top of the exterior wall at the location of the sign.
 - (7) Building sign projection. In PBO-2A, CB and RB Districts, no building sign shall extend more than nine (9) inches from the face of the building upon which it is attached.
 - (8) Placement. Except in CB, CB-A and RB Districts, no sign shall face and be readable from any lot line of an adjoining lot which is in residential use and in a residence district.
 - (9) Motel signs. For a motel use, a maximum of three (3) signs shall be permitted, with a maximum combined area of one hundred sixty (160) square feet. No letter or symbol shall exceed five (5) feet in height, nor may any one (1) sign exceed eighty (80) square feet in area.
- G. Nonconforming signs. Every sign which is made nonconforming by this chapter shall be discontinued and removed, or changed to conform to the standards of this chapter, within a period of eighteen (18) months from the date of notification of nonconformity by the Building Inspector. Any preexisting nonconforming sign shall be subject to the removal or discontinuance provisions of the ordinance which made it nonconforming.