

Application for Sign Permit
North Castle Building Department
17 Bedford Road
Armonk, NY 10504
(914) 273-3000 Ext. 44

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 # _____ Email: _____

Agent or Lessee _____ Address: _____

Contractor _____ Address: _____

Phone# _____ Email: _____

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

Wording of Sign _____

Type of Sign to be Erected: Free Standing _____ sq. ft. Building Sign _____ sq. ft.

Required Fees: Application Fee: \$100.00
 ARB Fee: \$100.00
 Building Permit \$ 50.00

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 application can be made:

- (5) colored renderings of the proposed signage
- (5) photos of the existing building
- (5) plan of the existing elevation of building showing the proposed location of the signage
“SUPER IMPOSING THE SIGN AND LOCATION ONTO THE EXISTING BUILDING”

- Background information (to include samples of the materials : type, style, size, color, and size of the lettering)

Please refer to the following excerpt from Chapter 213 – Zoning, from The Code of the Town of North Castle, for additional information regarding signs.

§ 213-15. Signs.

- A. Conformity required. No sign or billboard shall be erected, constructed, displayed, maintained, moved, reconstructed, extended, enlarged or structurally altered, except in conformity with and as expressly authorized by the provisions of this chapter.
- B. Relationship to a permitted use. All signs must pertain to a use conducted on the same property on which they are located. In OB, DOB-20A, PBO-2A, PBO, PLI, RELIP and IND-AA Districts, signs shall give only the name of the occupant or company occupying the premises and/or the name of the industrial park.
- C. General regulations.
 - (1) Window signs. Except as required by law or as otherwise permitted in this section, no signs or other advertising material shall be affixed on either the interior or exterior of any glass surface.
 - (2) Directional signs. In addition to other permitted signs, necessary small directional signs are permitted on access roads and parking areas, provided that the area of each sign shall not exceed one square foot, except in an OB District where it shall not exceed six square feet.
 - (3) Placement. No sign shall be so located as to obscure a sign displayed by public authority for the purpose of giving traffic instruction or directions or other public information; be placed in such a way as to obstruct proper sight distance or otherwise interfere with pedestrian or traffic flow; or be so located as to interfere with the access of light or air. No sign shall be attached to a utility pole or to a live tree.
 - (4) Setback. In districts where required front yard setbacks exceed 100 feet, one freestanding identification sign shall be permitted at each access drive, provided that:
 - (a) The property on the opposite side of the street is not in residential use.
 - (b) The area of the sign does not exceed 30 square feet.
 - (c) The height of the sign does not exceed 10 feet, measured from road grade or ground level at the sign.
 - (5) Motion. No sign shall be of a type that has the whole or any part in motion by rotating, fluttering or any other means.
 - (6) Illumination. Signs may be illuminated, provided such illumination shall not be twinkling, flashing, intermittent or of changing degrees of intensity; nor shall any illumination tubing or strings of light outline rooflines, doors, windows or wall edges of any building; nor shall the source of such illumination, i.e., the light bulb itself, be visible beyond the boundaries of the lot on which it is located.
 - (7) Temporary signs. [Amended 12-8-2005 by L.L. No. 10-2005 Editor's Note: This local law also provided that where its requirements impose a different restriction or requirement than imposed by other sections of the Code of the Town of North Castle, the Town Law of the State of New York or other applicable rules or regulations, the requirements of this local law shall prevail.]
 - (a) Temporary signs shall be erected for a period not to exceed 30 consecutive days, except as noted below, and shall be removed by the owner when specified or shall be removed by the Town at the property owner's expense.
 - (b) The following temporary signs shall be permitted:
 - [1] One "for sale," "for rent" or "sold" sign, placed by the owner or sales agent of the property, and not exceeding six square feet in area and set back at least 10 feet along the frontage of each street upon which the property is located. Such signs shall be removed from the property 10 days following the sale or rental of the property.
 - [2] Not more than one temporary sign for each street frontage of the lot, identifying the architect, engineer and/or contractor, and not exceeding six square feet in area in residential districts and 32 square feet in nonresidential districts, shall be permitted during the course of construction.
 - [3] Temporary signs appertaining to and displayed only during campaigns, drives or events of civic, philanthropic, educational or religious institutions.
 - (c) Temporary signs shall not be erected on public property on or over a public right-of-way unless authorized by resolution of the Town Board. The Town Board has authorized signs for three community based not-for-profit annual events: the Armonk Art Show, the Armonk Fol-de-Rol and the Historical Society Antique Show, subject to the conditions set forth below.
 - [1] All temporary signs shall be erected subject to the approval of the Building Inspector and, if proposed to be

erected within the public right-of-way, by the Highway Department.

- [2] Temporary signs shall not be illuminated or contain any luminous or reflective material and shall not be attached to fences, utility poles and their appurtenances or live trees.

- (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 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 square foot in area and intended for display for more than seven days. Temporary signs of one square foot in area or less and intended for display for seven 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 \$5 plus \$0.50 for each square foot, or fraction thereof, in excess of 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 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 outer 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 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 sign, not exceeding two 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 sign at each street frontage where the use has an access drive, provided that the total area of such sign does not exceed 30 square feet and no one sign exceeds 15 square feet in area.
- (3) No sign exceeding two square feet in area shall be located nearer than five 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 line-ar 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

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	20 square feet plus 1 square foot for each 3 linear foot that the front wall of the building exceeds 50 feet in length, but not over 100 square 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	30 square feet and no dimension 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
IND-A	2 square feet for each linear foot of the front wall of the building but not over 150 square feet; height including back-ground 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
DOB-20A [Added 4-22-1993 by L.L. No. 2-1993]	25 square feet	40 square feet and not over 10 feet on any side

(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
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 as in Subsection F(3)	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 permitted
PLI as in Subsection F(3)	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 permitted
IND-AA	1	--	12

IND-A	2	2.5	20
DOB-20A	2	2	6
[Added 4-22-1993 by L.L. No. 2-1993]			

- (3) Industrial parks. In PLI and RELIP Districts, for each industrial park subdivision which includes at least one new road, the following signs are permitted in addition to all other permitted signs:
 - (a) One freestanding directory sign, not exceeding 40 square feet in area nor 10 feet in any dimension and, measured from the top of the sign, no more than 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 freestanding park name sign not exceeding 25 square feet in area nor 20 feet in length. Measured from the top of the sign, the height shall not exceed six 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) Multi-tenanted buildings. In multi-tenanted 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 nameplate, not exceeding four 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 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 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 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 signs shall be permitted, with a maximum combined area of 160 square feet. No letter or symbol shall exceed five feet in height, nor may any one sign exceed 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 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.