



**Town of Alden**  
**Building Department**  
 3311 Wende Road  
 Alden, New York 14004  
 (716) 937-6969 ext 4  
 Website: [ww.alden.erie.gov](http://ww.alden.erie.gov)  
 Email: [building@alden.erie.gov](mailto:building@alden.erie.gov)

**SIGN PERMIT APPLICATION**

*Please attach rendering, elevation & plan drawings to scale (including landscaping)*

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Erect a sign \_\_\_\_\_ Alter a sign \_\_\_\_\_ Move a sign \_\_\_\_\_

Sign Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Sign:** *(check all that apply)*

**Canopy Sign** \_\_\_\_\_  
 (attached to soffit or under fascia)

**Changeable Letter Sign** \_\_\_\_\_  
 (permanent structure; letters displays or illustrations changeable or temporary)

**Fascia Sign** \_\_\_\_\_  
 (attached flat against fascia)

**Free Standing Sign** \_\_\_\_\_  
 (monument/ground)

**Temporary/Mobile Sign** \_\_\_\_\_  
 (not permanently mounted)

**Wall Sign** \_\_\_\_\_  
 (projecting no more than 12")

**Window Sign** \_\_\_\_\_  
 (inside or facing outside to be seen from exterior)

Illuminated \_\_\_\_\_ Electric \_\_\_\_\_ LED \_\_\_\_\_ Metal \_\_\_\_\_ Wood \_\_\_\_\_

Sign Width: \_\_\_\_\_ Sign Height: \_\_\_\_\_

Sign Face Area: \_\_\_\_\_ sq. ft. Total area of both sides: \_\_\_\_\_ sq. ft.

Lower edge \_\_\_\_\_ feet above grade (2' minimum) Upper edge \_\_\_\_\_ feet above grade (8' maximum)

Sign extends \_\_\_\_\_ feet above building

Will sign obstruct any fire escape, window or door? Yes \_\_\_\_\_ No \_\_\_\_\_

Will Sign conform to all Town ordinances? Yes \_\_\_\_\_ No \_\_\_\_\_

How will sign be secured to building or ground? \_\_\_\_\_

Wording on Sign: \_\_\_\_\_

(see over)

Show location of sign on plot plan below, giving all distances to the nearest foot:

Rear

Side

Side

Street

I hereby consent to the foregoing application for a sign permit as owner of the premises:

Property Owner Signature

Address & Phone #

- Examined by Building Inspector
- Permit issued by Building Inspector
- Referred to Planning Board for Approval

Sign Review by Planning Board \$100.00 Date: \_\_\_\_\_

Annual Permit Fee \$ 50.00 Check # \_\_\_\_\_

Temporary Permit Fee \$ 20.00 Cash: \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_