

# VILLAGE OF ROCKVILLE CENTRE

# SIGN PERMIT APPLICATION

P.O. BOX 950  
ROCKVILLE CENTRE, NY 11571  
Tel.# (516) 678-9247  
Fax # (516) 678-4544

PERMIT NO. \_\_\_\_\_ Exp. \_\_\_\_\_  
DATE OF  
APPLICATION \_\_\_\_\_

1. All applications for permits shall be accompanied by plans and specifications of the existing or proposed sign, showing dimensions, materials and details of construction and affixation, a **sketch** thereof and such other information and data as may be required by the Superintendent of Safety Inspection.
2. Sign erector is required to provide Certificate of Insurance, Bodily Injury, and Property Damage, in amount of \$1,000,000, naming Village as **Additional Named Insured**.
3. Make a check or money order ( no cash) for payment of sign fee payable to the Village of Rockville Centre.  
**FEE MUST ACCOMPANY THIS APPLICATION.**
4. A Sign Permit number **DECAL** will be supplied by the Village and **SHALL** be applied to the lower left hand face of the Sign, **by the sign erector**.

Please Print:

Location of Premises \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Occupant \_\_\_\_\_ Trading as: \_\_\_\_\_

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

Address of Owner \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street City State

Sign Erector \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street City State

|               |      |      |        |
|---------------|------|------|--------|
| Type of Sign  | Wall | Roof | Ground |
| Free Standing |      |      |        |

LOCATION of free standing or ground sign on plot ( property survey required).

ROOF SIGN: Require certification by a licensed engineer or registered architect.

SIZE OF SIGN: height \_\_\_\_\_ length \_\_\_\_\_ area of sign \_\_\_\_\_ sq. ft. \_\_\_\_\_

Size of available wall on which sign is to be placed: height \_\_\_\_\_ length \_\_\_\_\_

Material \_\_\_\_\_ Color 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

Will sign be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_ How? \_\_\_\_\_

If yes, name of Rockville Centre licensed electrician and license number \_\_\_\_\_

**COMPLETE VERIFICATION ON REVERSE SIDE OF THIS COPY**

**VERIFICATION**

**STATE OF NEW YORK  
COUNTY OF NASSAU,  
VILLAGE OF ROCKVILLE CENTRE**

\_\_\_\_\_ being duly sworn, deposes and says

That he / she resides at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ; that he / she is the owner of the property heretofore described and forth in this application, that the work is to be done on the premises in accordance with the application for a sign permit and the plans of such proposed work, is duly authorized by me or it.

\_\_\_\_\_  
Owner of Property

Sworn to me before this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, NY

I / we, the applicant (s) \_\_\_\_\_  
Print Name

Have / has read the foregoing application and will comply with all the requirements of the code of the Village of Rockville Centre Chapter 104 with respect to signs, their locations, and the installation thereof.

(Signed) \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application inspected by: \_\_\_\_\_ Date \_\_\_\_\_  
Disposition \_\_\_\_\_

**VILLAGE OF ROCKVILLE CENTRE  
DEPARTMENT OF SAFETY INSPECTION  
SIGN PERMIT**

No: \_\_\_\_\_

Date: \_\_\_\_\_

Expires: \_\_\_\_\_

**Permission is required by the Sign Ordinance to perform the work as described in the within statement and the attached plan or sketch, which are made a part thereof, is hereby granted.**

**Approved**

\_\_\_\_\_  
( Authorized Signature)