

Town of Nichols  
139 Roki Blvd  
Nichols, NY 13812

Phone 607-699-9770

**INSTRUCTIONS FOR APPLICATION FOR SIGN PERMIT**

This application for a Sign Permit is made pursuant to the provisions of Chapter 194, Section 194-22  
(Sign Law of the Town of Nichols)

1. Please prepare this application by printing in ink or by computer and return it to the Code Enforcement Officer. Items #2, #3, #4, #5 must be included with the application.
2. A detailed drawing of the sign shall accompany the application. Drawing(s) shall show:
  - a. outer dimensions of the sign
  - b. all lettering on the sign's face
  - c. size of lettering
  - d. any lighting proposed
  - e. If applicable, any special requirements of the Historical Preservation Commission
3. An up-to-date property survey map showing the building where the sign will be displayed, the location of the sign on the building -or- location of the sign on the property
4. FEES: All applications must be accompanied by a non-refundable fee set according to the Town of Nichols Fee Schedule.
5. The statement of the Owner, signed and dated below:

I DECLARE that I am the owner of the building/property upon which the sign shall be erected/installed/displayed, and hereby consent to the erection/installation/display of said sign.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Printed or Typed Name of Owner \_\_\_\_\_

Office Use:

Date Received \_\_\_\_\_

Review Completed \_\_\_\_\_

Tax Map Number \_\_\_\_\_

Fee Collected & Date \_\_\_\_\_

**APPROVED** ☐

**DENIED** ☐

**PERMIT NUMBER** \_\_\_\_\_

Reason for Denial \_\_\_\_\_

CEO Approval Date \_\_\_\_\_ ZBA Approval Date \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer Signature

607-699-9770

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

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Phone No. \_\_\_\_\_

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Located in Historic District ☐ Yes ☐ No

Location on Building/Property\_\_\_\_\_

Size	Materials
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Signature of Applicant