



# TOWN OF PAWLING

*The Pride of the Harlem Valley*

Town Hall  
154 Charles Colman Blvd.  
Pawling, NY 12564  
(845) 855-0959

JoAnne Daley  
Planning/Zoning  
Environmental Department  
[jdaley@pawling.org](mailto:jdaley@pawling.org)

## INSTRCUTION FOR SIGN APPLICATION

1. Read the Code of the Town of Pawling Section §215.40 Sign Regulations. The Town code can be found on the Town of Pawling website (e-code).
2. Complete sign application and Interest of Disclosure Form.
3. Submit ten (10) copies of completed sign application, narrative on the scope of the project color illustrated drawings/design, size and dimension, lighting etc.
4. Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org). The digital copy shall be in a pdf or other suitable write-protected image format capable of being opened and viewed using a window based software.
5. If sign is affixed to a building, submit a separate plan (10 copies) showing location of sign on building.
6. If sign is free standing or temporary, submit a survey of the property showing location of the proposed signage. Temporary signage must be approved by the Planning Board.
7. The signage fee is a per sign application fee; \$150.00 for Highway Business zoning district and \$75.00 for residential zoning district. Checks are made payable to the Town of Pawling.
8. Following approval by the Planning Board, the applicant must apply for a building permit and are required to schedule site inspection from the Town of Pawling, Building Department prior to any signage installation. Please call the Building Department at 845-855-3244.