

To: Supervisor David Kelly and Town Board Members

From: Councilman Phil DeRosa, Chairman George Brehm, Carl Ellis and JoAnne Daley

Date: January 27, 2016

SIGN APPLICATIONS

LAND USE COORDINATION PROCEDURES AND FEE SCHEDULE PLANNING AND BUILDING DEPARTMENT

It has come to the attention of the Building and Planning Department that modifications are necessary for building and directory/monument signage. Currently, applications are reviewed and approved by the Planning Board. These signs are installed without any building permits issued or the Code Enforcement Officer performing site inspection(s) to ensure compliance with the Town of Pawling and the New York State Building Code regulations.

A meeting was held with Councilman Phil DeRosa, Chairman George Brehm, Carl Ellis and JoAnne Daley on January 27, 2016. The items reviewed were Planning Board documents that are submitted and staff procedural processes, breakdown of building and directory/monument signage information required for issuance of a building permit. Electrical inspection must also be performed by the Underwriters, which is a separate permit issued by the Building Department.

Mr. Ellis explained sign installations should be regulated within the Town of Pawling to provide safe operating conditions for pedestrians and vehicular traffic without unnecessary and unsafe distractions to motorist and/or pedestrians.

- A sign is any device, fixture, placard display, or structure visible to the general public that uses or is designed to use any color, form, graphic, illumination, symbol, writing, or visual presentation of any kind to advertise, announce, draw attention to, or identify a product, place, activity, person, institution, business, or other entity or to communicate a message or information of any kind to the public. The items required to approve a building permit include but are not limited to (i.e.: set of drawings, depth of footings, electrical connections, building plans showing brackets, type of material used (corrosion resistance)and thickness, bolts to secure signage etc).

In summary, the key factors for consideration by the Town Board goes as follows;

1. Written Instruction will be provided to applicants with the application and fee schedule package on process and procedures between both departments.
2. All drawings submitted to the Planning Board will include a "Plat Note" reading:

"Sign drawings and/or Site Plan documents must meet the requirements of Town of Pawling Building Department and New York State Building Code specifications".

3. Building Permit Signage Fees:

\$150.00 Directory/Monument (awning, pole, foundation and ground installation)

\$50.00 Building (affixed to a building façade, roof etc.)

4. All internally lit signs shall require an electrical inspection.

* Electrical fees are separate and distinct from the Building Permit fees.