

SIGN PERMITS

Q. Why are permits required by the Village of Palmyra?

A. Like other Villages and Cities, Palmyra regulates the use of private property through a zoning ordinance, building code, sign code, maintenance code and other regulatory legislation. This is done to assure the property values are maintained, to protect adjacent properties from adverse activities by others and protect the health, safety and welfare of the general public. Only by requiring a permit for various activities, including the display of advertising signs, can the Village be assured that the regulations are being complied with, and that any violations are enforced with fairness and consistency.

Q. Why bother to regulate signs?

A. Well-designed and constructed advertising signs can help good businesses achieve even greater success, resulting in more business traffic for the location advertised as well as for other business in Palmyra.

On the other hand, a poorly-designed sign can sometimes be worse than no sign at all, particularly in the downtown area where a revitalization effort is underway. Unless all advertising signs are regulated and required to have a permit, the Village would not be able to prevent an inappropriate or outright ugly sign from being displayed, which could adversely affect business at adjacent properties and present a negative image of the Village and its business district.

Q. What would happen if Palmyra had no sign code?

- ◆ The entire wall of a building painted as a gaudy, tow story sign;
- ◆ Inappropriate “Las Vegas” style flashing neon signs on a historic building;
- ◆ Signs not properly anchored to carry the weight or wind load;
- ◆ “Home made” signs, which often are difficult to read, have misspelled wording, are made of scrap materials, or are inappropriate for the intended purpose;
- ◆ Signs with spot lights which result in excessive glare or are otherwise distracting or confusing to motorists;
- ◆ Signs overhanging public sidewalks without enough clearance underneath;
- ◆ Projecting signs or adjacent buildings which try to “out shout” each other by size, number of lights, colors and so forth, with no one benefiting;
- ◆ Billboards or signs advertising a business located outside of the community but presenting an unattractive sight for local residents and taxpayers to have to put up with.

Q. How much does a permit cost? Does it have to be renewed every year?

A. The sign permit fee for most non-temporary advertising sign is \$.50 per sq. ft. with a minimum charge of \$25. If a sign is illuminated and new wiring is required, an electrical permit is also required to assure that the work meets state and local code. A permit is good for the life of the sign. If a new business wants to

use an existing sign structure, which meets the requirement of the Sign Code, and just change the name or message, a sign permit is still required but the fee is only \$10.

Q. What if I put up a sign without first obtaining a sign permit?

A. This would be an illegal sign and a violation of Village ordinance. A courtesy “reminder notice” is generally sent to the owner to apply for a sign permit or take down the sign. Failure to comply can result in a citation being issued and a fine of \$25 to \$200 for each day the violation exists.

Q. What happens to signs when a business closes or moves?

A. Signs in the Village of Palmyra can only be displayed on the property where the advertised services or products are available, and when a business moves or the advertised product or service is no longer available at that location, all obsolete signs must be changed or removed within 60 days after being notified by the Village. If the business owner does not remove the signs, the Village will contract for their removal and will charge the building owner for the cost as a special assessment on the next property bill on the next property tax bill. (If obsolete signs are allowed to remain they can become a real eyesore and ultimately a hazard to the public.)

SIGN PERMIT FEES

Advertising Signs (Ground Sign, Pole Sign, Projecting Sign, Wall Sign):	.50 per sq. ft \$25.00 minimum
Awning or Canopy Sign:	\$10.00
Bulletin or Portable Sign:	\$25.00
Window Sign:	\$10.00
Plus electrical permit if sign is illuminated:	\$25.00+ \$30 base fee

Installation of a new advertising sign or sign face on existing, structurally-sound brackets, posts, poles, frames, etc., the location size and height of which are in full compliance with all requirements of the Sign Code and the only difference being the design or lettering on the sign face: **\$10.00**

(If the sign support structure requires repair modification or replacement, the sign shall be considered a new sign and appropriate fees shall apply).

VILLAGE OF PALMYRA SIGN PERMIT APPLICATION

Owner's Name, Address & Phone No. _____

Business Name, Address & Phone No. _____

Zoning District _____ New Replacement

Gross Sign Area _____ Sq. Ft. Electric: Yes No

Sign Contractor (Name, Address, Phone No.) _____

Electric Contractor (if different from above) _____

Scale Drawing: Every application for a sign permit must be accompanied by a scale drawing of the proposed sign. The drawing must show the dimensions of the sign and sign structure, materials, colors, type of illumination (if any), method of construction or attachment to a building, location in relation to buildings and other structures, distance to property lines and height above grade.

Date of Application _____ Applicants Signature _____

Permit Fee Submitted: _____

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Application Reviewed by: _____ Date: _____

Recommendation Approve Deny (Reason: _____)
 Refer to Plan Commission (Reason: _____)

Permit Issued _____ By: _____
Date