

APPLICATION FOR SPECIAL ON-PREMISES SIGN PROGRAM

Part 1. Application Notes

1. This application applies to all proposed displays that allows for the maximum allowable square footage for signage to be allocated to different types of signs and/or to different locations on the programs than those shown in Section 375-4(l)(5), and that does not increase the total amount of signage for the property, exceed the maximum height of permitted signs, or create an increase in glare onto any property that is not included in this application.
2. Applications will be reviewed by Planning Staff pursuant to the review criteria set forth in Section 375-5 (E)(4).

Note: A pre-application meeting is available upon request prior to submitting this application.

Part 2. Property Information

Property Address:

Tax Identification Number:

Zoning District:

Part 3. Project Details

1. Describe the nature, size and location of the display(s):

2. Indicate the purpose and duration of the display(s):

3. Describe how the display(s) serve(s) to enhance a public space or streetscape:

4. Describe how the display(s) will be treated, maintained and protected from vandalism:

Part 4: Contractor or Artist Information

Contractor/Artist Name:

Mailing Address:

Email:

Phone Number:

Part 5. Submittal Requirement Checklist

	Required Documents	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
A. Required for All Applications for Displays on Walls, Structures or Sites			
<input type="checkbox"/>	Master Application	1	Master Application
<input type="checkbox"/>	Special On-Premises Sign Program Application	1	SOSP
<input type="checkbox"/>	Owner's Consent Form	1	Owner's Consent
<input type="checkbox"/>	Visual or Graphical Depiction of Proposed Display(s), that includes color samples and is drawn to scale	1	Visual Depiction of Display(s)
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule - \$300 – Payable to <i>The City of Albany Treasurer</i>		
B. Voluntary or Upon Request			
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]