

Signs General requirements

1. Application fee must be paid at the time application is filed.
2. All fees are non-refundable.
3. All blanks on the application are to be filled in. If an item is “not-applicable” note as N/A. Leave no blanks. Please PRINT***
4. All applications are subject to Village approval.
5. The Permit must be prominently displayed and readily available for review by any Village designated employee.

Sign permit required documents

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. Sign application (portal)
2. 2 copies of sign drawing.
3. Electronic copy of sign drawing.
4. Plot plan showing location of sign.
5. Contractors Insurance Certificates.
6. Owners Authorization.



INC. VILLAGE OF LAKE SUCCESS
 318 LAKEVILLE ROAD
 GREAT NECK, NY 11020
 516.482.4411

Isoffice@villageoflakesuccess.com

SIGN PERMIT APPLICATION

PROPERTY INFORMATION

SECTION: _____ BLOCK: _____ LOT: _____ ZONE: _____
 ADDRESS: _____, LAKE SUCCESS, NY _____

OWNER INFORMATION

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE NUMBER: _____ CELL PHONE NUMBER: _____
 EMAIL ADDRESS: _____

APPLICANT INFORMATION SAME AS OWNER

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE NUMBER: _____ CELL PHONE NUMBER: _____
 EMAIL ADDRESS: _____

The undersigned herewith applies for permit to erect or alter a sign under Chapter 69, Article V of the Revised General Ordinances.

Description: _____ Sign Type: illuminated non-illuminated

Area _____ Height _____ Width _____ single face Thickness _____

Height (ground to under edge) _____ double face Material _____

How supported? _____

Color:

Lettering _____

Incandescent

Border _____

Background _____

Illuminated:

By lights attached to sign

By separate flood lights Neon

From within Other

Designed by: _____ Constructed by: _____

Rates: Application fee \$100.00 plus:

<u>Single Face</u>	Non-illuminated \$2.00 per sq. ft.	<u>Double Face</u>	Non-illuminated \$4.00 per sq. ft.
	Illuminated \$4.00 per sq. ft.		Illuminated \$8.00 per sq. ft.

AMOUNT OF FEE: \$ _____

Attach plot plan showing location of sign. Fee must Accompany Application.



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OWNER'S AUTHORIZATION

I (we) hereby certify that:

1. The information provided on this permit application is true and correct. I understand that the Village of Lake Success will approve or deny a permit based on the information provided.
2. I agree to permit the Building Inspector and any officer or employee of the Village of Lake Success to enter upon the premises in the discharge of their duties with this application.
3. Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
4. Building Inspector will be given a minimum of 48-hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
5. Owner or his representative will be responsible to arrange for all required inspections.

State of New York
 County of Nassau

Property Owner Name - Please Print

Property Owner deposes and says that he/she resides at _____

in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land

shown on the attached survey Section _____ Block _____ Lot(s) _____ situated, lying and being within the Village of Lake Success that I/we have read and understand the items 1 through 4 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby names the applicant listed on application as his or her representative to file this application.

Signature of Owner: _____

Sworn to me this _____ day of _____ 20_____

Signature of Notary Public _____

Stamp/Seal:



INC. VILLAGE OF LAKE SUCCESS
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INSURANCE REQUIREMENTS FOR ALL APPLICATIONS

1. If work is being performed by a contractor, the contractor must provide insurance indemnifying the Village and must provide the following: (See Insurance Requirements for Construction Operations for monetary requirements)
 - A. New York State Worker's Compensation Form C-105.2 (9/15), or U-26.3 If Exemption is applicable then utilize form CE-200 (12/08) and copy of home owner's insurance declaration page is required.
 - B. Certificate of Insurance Coverage under the NYS Disability and Paid Family Leave Benefits Law; form DB-120.1
 - C. Certificate of Liability Insurance (Accord). Please note the Accord form shall ONLY be accepted for Liability insurance. NO other type of insurance is acceptable on ACCORD form.

2. Under Certificate Holder for **ALL** insurances, it should state the following:

Village of Lake Success
318 Lakeville Road
Great Neck, NY 11020

3. Under additional insured, should state the following:

"The Village of Lake Success is listed as additional insured"

4. For demolition: NYS WORKERS' COMPENSATION FORM MUST BE "SITE SPECIFIC".



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INSURANCE REQUIREMENTS FOR CONSTRUCTION OPERATIONS

Workers Compensation Coverage

Extensions

Notice of Cancellation
Evidence

Disability (DB-120)

Notice of Cancellation
Evidence

Comprehensive Liability

Coverage
Limits

Notice of Cancellation
Additional Insured

volunteers

Evidence
additional

Owners Protective

Coverage
Limits
Premium Payment
Policy Period

Notice of Cancellation
Evidence

Statutory

Voluntary compensation
All states, coverage employers
Employee's liability-unlimited
30 Days
Certificate of Insurance

30 Days
Certificate of Insurance

Occurrence-1988 ISO or equivalent
General Aggregate \$2,000,000.00
Products- Com/Ops/Aggregate
\$1,000,000.00 Pers. & Advert. Injury
\$1,000,000.00
Each Occurrence \$1,000,000.00
Fire Damage (any one fire) \$ 50,000.00
Medical Exp. (any one person) \$ 5,000.00
30 Days
Inc. Village of Lake Success, all elected and
appointed officials, employees and

using ISO Form CG2010 (B) or equivalent.
Certificate of insurance and copy of
insured endorsement

Occurrence
Minimum limit-\$1,000,000.00 CSL
Responsibility of Contractor
Start of project and until project is
accepted as completed by owner
30 Days
1) Certificate of Insurance
2) Copy of Binder
3) Copy of original policy to be delivered
within 45 days of start of project