

Town of
Huntington
 A Shore to Explore Founded 1653
Long Island, NY

All commercial and industrial signs in the Town of Huntington are required to have a permit. The Huntington Town Code Section §198-97 requires that all signs other than those exempted in §198-92A shall be subject to the issuance of a sign permit and/or an inspection by the Sign Inspector to determine that the sign complies with all applicable regulations. No sign shall be erected until the inspection by the sign inspector is complete and sign permit has been issued.

PROCEDURE TO APPLY FOR A PERMIT TO ERECT A SIGN

APPLICATION: Forms SP2022 page 1&2, SP2 Filled out Completely

YOU MUST HAVE BUILDING PERMIT/ CERTIFICATE OF OCCUPANCY OR A PERMITTED USE FROM BUILDING DEPARTMENT.

*******INCOMPLETE APPLICATION FORMS WILL BE RETURNED*******

SURVEY: Free-Standing & Monument Signs, 1 copy of a survey showing all structures and the location of the sign. (10') Ten Foot setback off property line.

PLANS INCLUDED: One (1) Elevation and specification plan of the sign, showing dimensions, materials, details of fasteners that anchor sign, wording & coloring of the sign.

Engineered Stamped Plans are Required for New free-standing / monument signs. With Snow & Wind loads

Awnings Require a Building Permit for the structure attached to building. (Building Department)

**SIGNS INSTALLED MUST MEET THE REQUIREMENTS OF CHAPTER 16 and CHAPTER 31 OF THE BUILDING CODE OF NEW YORK STATE
 CHAPTER 27 ELECTRICAL ACCORDANCE TO NFPA70.**

ILLUMINATION OF SIGNS COMPLY WITH CHAPTER 143 OUT DOOR LIGHTING (TOWN CODE)

**Required copy of CERTIFICATE OF WORKMEN'S COMPENSATION AND DISABILITY BENEFITS:
 Proof that required workers' compensation and disability benefits coverage has been obtained, or is not required per Section 57 of the Workers' Compensation Law and Section 220, subd. 8 of the Disability Benefits Law.**

SIGN PERMIT FEE: Section §198-97, PERMIT FEE PER SQ FT \$4.00 Minimum Fee \$100.00

**FILING APPLICATION FEE: FACIAL SIGNS \$100.00 PER APPLICATION
 FREE-STANDING & MONUMENT APPLICATION FEE \$300.00**

Fees are nonrefundable. Returned Check Fee \$20.00

******Signs installed without permit will be three times the amount established from above SQ FT.****
 INSPECTION FEE WHERE REQUIRED PER 198-92 B \$125.00 PER SITE**

**CHECK, MONEY ORDER OR MAJOR CREDIT CARDS
 ***** NO CASH PAYMENTS WILL BE ACCEPTED OVER \$25.00*****
Please make checks payable to "Town of Huntington".**

*******YOU MUST HAVE ALL FORMS FILLED OUT COMPLETELY*******

SUFFOLK COUNTY CONSUMERS AFFAIRS SIGN INSTALLERS LICENSE NUMBER IS REQUIRED

For Further information, please call: Robert Simpson Senior Sign Inspector (631) 351.3140/351.3031

FAX 631.351.3169

HTTP://HuntingtonNY.gov

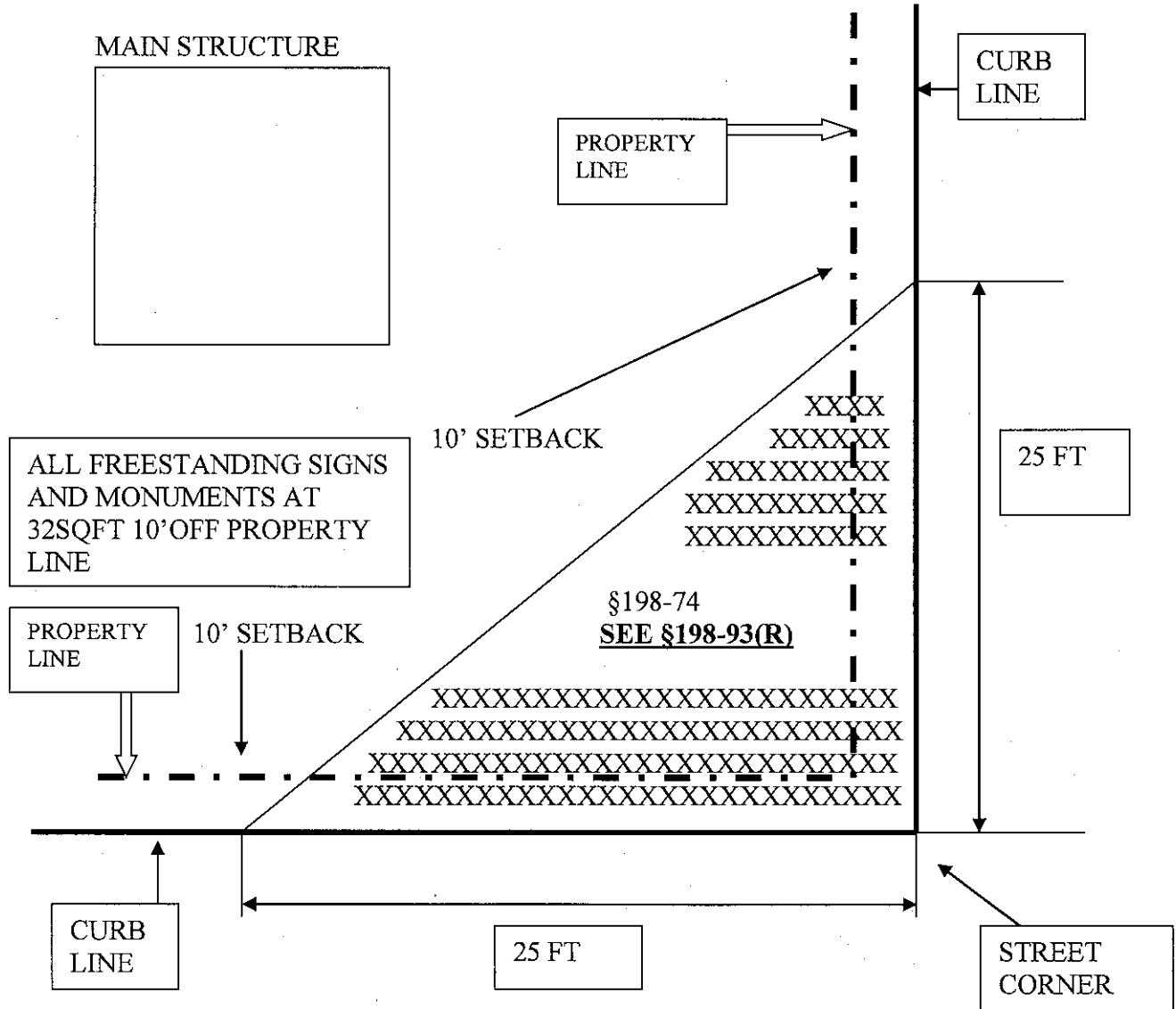
EMAIL: RSimpson@HuntingtonNY.gov

Revised 2022

INFORMATION PAGE ONLY

§198-74. VISION OBSTRUCTIONS AT INTERSECTIONS

No wall, fence, hedge, shrub, advertising or identification sign or other structure or growth more than three (3) feet high, nor any other obstruction to vision, shall be erected or maintained on a corner lot within the triangular area bounded by the lines connecting the street corner of the lot and a point twenty-five (25) feet from such corner on each of the intersecting street lines. The exception to this provision shall be within the Huntington Village Business Improvement District, where a building, including the permitted accoutrements therein and thereon, may occupy the space described above.



§198-93. Prohibited Signs.

(R) : Any sign erected or maintained on a corner lot within the triangular area bounded by the lines connecting the street corner of the lot and a point twenty-five (25) feet from such corner on each of the intersecting street lines, except that one (1) single or double pole freestanding sign may be permitted within such area provided that the bottom of the sign is at least fifteen (15) feet above grade, and in the opinion of the enforcement officer, does not cause a vision obstruction or create a public nuisance or hazard.



APPLICATION FOR SIGN PERMIT
 Town of Huntington, 100 main St, Room 310 Huntington, N.Y. 11743
 631.351.3140 FAX 631.351.3169
 HTTP://HuntingtonNY.gov



*****PLEASE PRINT CLEARLY ON ALL LINES*****

FILING APPLICATION FEE- NON-REFUNDABLE: FACIAL \$100.00 - MONUMENT-FREESTANDING \$300.00

BUILDING PERMIT / PERMITTED USE NO. _____ APPLICATION FEE \$ _____ BUILDING () GROUND SIGN ()

SUFFOLK COUNTY TAX MAP#: 0400 SEC. _____ BLK. _____ LOT _____ ZONING _____ SITE PLAN DATE _____ ZBA# _____

LOCATION OF LOT: (WHICH CORNER OR WHAT SIDE OF STREET & DISTANCE FROM NEAREST INTERSECTION?)

TENANT/ SIGN OWNER NAME _____

NAME OF BUSINESS _____ Phone # _____ STORE OR BRANCH # _____ Email _____

BUSINESS ADDRESS /PO BOX _____ City _____ State _____ Zip Code _____

CORPORATION NAME _____ Contact name _____ Email _____

CORPORATION / BILLING ADDRESS _____ City _____ State _____ Zip Code _____

PROPERTY OWNER NAME _____ Phone # _____ Email _____

SIGN CONTRACTOR _____ Contact name _____ Email _____

ADDRESS _____ City _____ State _____ Zip Code _____ Phone # _____

SUFFOLK COUNTY SIGN HANGERS LICENSE NUMBER SI- _____ EXPIRATION DATE _____

ELECTRICAL CONTRACTOR _____ Contact name _____ Phone # _____

ADDRESS _____ City _____ State _____ Zip Code _____ LICENSE # _____

NEW () REPLACEMENT () EXISTING () SEND RENEWAL EVERY 3 YEARS TO () SIGN OWNER () CORPORATION () PROPERTY OWNER

PROPOSED SIGN INFORMATION: BUILDING SIGNS @\$4.00 PERSQ FT MIN FEE \$100.00 / GROUND SIGNS @\$4.00 PER SQ FT MIN FEES\$100.00
 *****SIGNAGE INSTALLED WITHOUT A PERMIT FEE'S ARE CHARGED AT 3 TIMES THE AMOUNT*****

BUILDING SIGN DIMENSIONS _____ HT X _____ W= _____ SQ FT OR 15% PRINCIPAL FRONTAGE = _____ SQ FT

() FACIAL BOX SIGN () CHANNEL LETTER () PIN LETTERS () FACIAL/ PAINTED () AWNING () WINDOW 25% () DIRECTORY

() FUEL STATION CANOPY () LED EMC*ELEC MESSAGE CENTER. SIGN TO BE ILLUMINATED? () YES () NO TYPE () DIRECT () INDIRECT

SIGN ELEVATION () N () S () E () W BUILDING: () SINGLE TENANT () MULTIPLE TENANT

OTHER SIGNS ON THIS BUILDING? () YES () NO HOW MANY? _____ () SURVEY OR SITE PLAN-REQUIRED FOR ALL GROUND SIGNS

GROUND SIGNS: () MONUMENT MAX HT 6FT () FREE-STANDING / PYLON SIGN () DRIVE THRU MENU BOARDS INSPECTION FEE ONLY

() BUSINESS DIRECTORY () SINGLE BUSINESS () DOUBLE POLE () SINGLE POLE () COMPLYS WITH 198-74 VISION OBSTRUCTIONS

() SET OF PLANS FOR FOOTING & OR FOUNDATION WITH THE SEAL AND SIGNATURE OF LICENSED PROFESSIONAL

GROUND / PYLON/FREE-STANDING SIGN _____ HT X _____ W SQ FT SET BACK OFF PROPERTY LINE _____ MIN IS 10 FT

() MARKOUT FOR NEW SIGNS (811) GAS PRICE SIGNAGE TO COMPLY WITH CHAPTER 151-1

ALL SIGNAGE () OVERLAY DISTRCT () BUSINESS DISTRICT () OFFICE /LIGHT INDUSTRY () HISTORIC DISTRICT () RESIDENCE DISTRICT

MUST HAVE BOTH AFFIDAVITS NOTARIZED
OR LETTER OF AUTHORIZATION FROM OWNER / PROPERTY MANGER

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK

SS:
COUNTY OF SUFFOLK

OWNER/PROPERTY MANGER

I, We the owner of the premises
described in this application have read the foregoing application and hereby consent that a sign be erected and maintained in accordance with this application.

PROPERTY OWNERS ADDRESS _____

SWORN BEFORE ME THIS DAY
OF.....,20.....

.....
Signature of Owner of Property

NOTARY OF PUBLIC
AFFIDAVIT OF SIGN OWNER

In consideration of the foregoing application made to the Department of Public Safety of the Town of Huntington,

AFFIDAVIT OF TENANT/SIGN OWNER

Huntington, N.Y., (I) (We)
Hereby agree to preserve and save harmless the Town of Huntington from any and all liability and damage and from all cost and expense for and by reason of
any injury or damage to persons or property arising from or in any way connected with the erection, placing or hanging of such sign or in the maintenance
thereof

SWORN BEFORE ME THIS DAY
Of.....,20.....

.....
Signature of Sign Owner

NOTARY OF PUBLIC

FILLING FEE BUILDING SIGN \$100.00- MONUMENT-FREESTANDING \$300.00

() CHECK INCLOSED WITH APPLICATION FILING FEE AMOUNT \$ _____ PAYABLE TO (Town of Huntington)

_____ SQFT TOTAL @ \$4.00 SIGN FEES MIN FEE (\$100.00) FOR 25 SQFT & LESS / 3 TIMES IF INSTALLED WITHOUT PERMIT

() CHECK INCLOSED FOR SIGN FEE AMOUNT \$ _____ PAYABLE TO (Town of Huntington)

*****REQUIRED FROM SIGN /ELECTRICAL CONTRACTORS*****

() CERTIFICATE OF WORKMEN'S COMPENSATION AND DISABILITY BENEFITS:
Proof that required workers' compensation and disability benefits coverage
has been obtained, or is not required per Section 57 of the Workers' Compensation Law and Section 220, subd. 8 of the Disability Benefits Law.

.....
FOR CREDIT CARD PAYMENT FILL OUT BELOW: SERVICE FEE WILL BE ADDED TO EACH CREDIT CARD CHARGE(APPROX 3%)

AMERICAN EXPRESS VISA MASTERCARD DISCOVER CARD AMOUNT \$ _____

ACCOUNT # _____ 3 DIGIT CODE ON BACK OF CARD _____ EXPIRATION DATE _____

CARD HOLDER SIGNATURE X _____ 4 Digit Code for Amex _____

.....
For Office Use Only

APPROVED DATE _____ PERMIT # _____ APPROVED BY _____ CHECK # _____

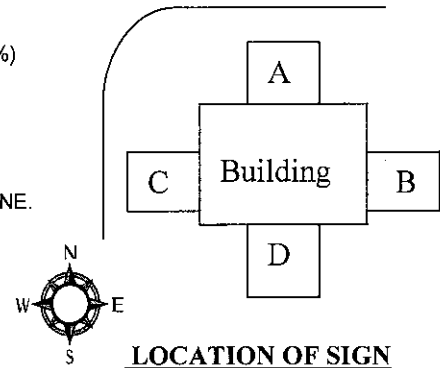
Historic Preservation Review - Approved ___ Disapproved ___ SITE PLAN ___ Sign Fee \$ _____ 3X FEE \$ _____ APPL FEE _____



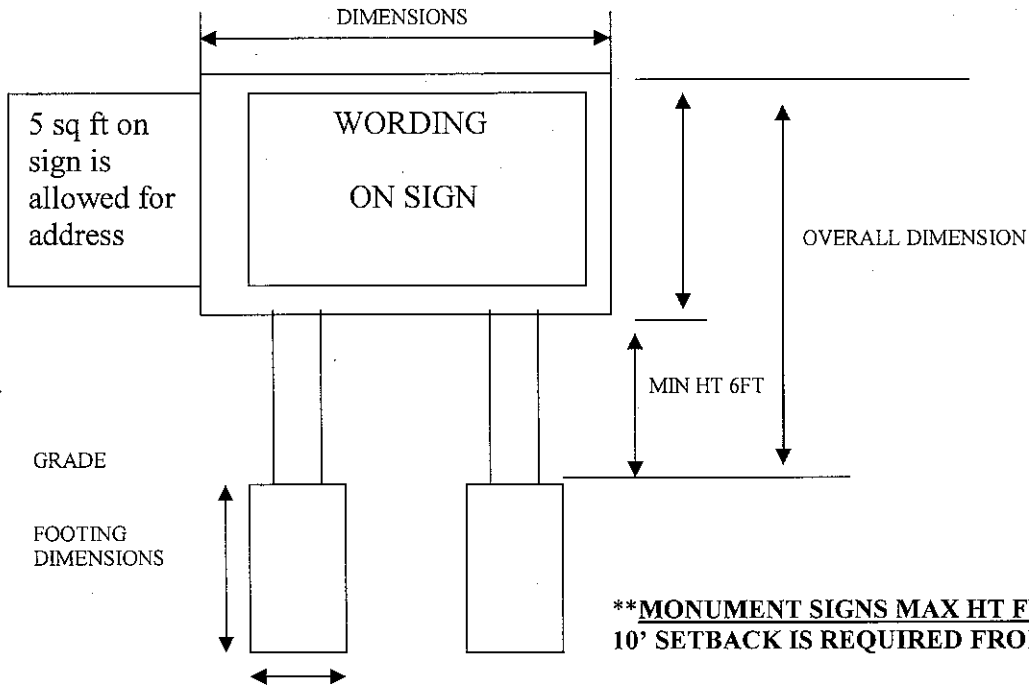
TOTAL MAX SQ FT OF FACIAL AND FREESTANDING SIGNS

HTTP://HuntingtonNY.gov
APPLICATION FEE \$300.00

- C-5,C-6,C-7,C-8 TOTAL AREA OF ALL (3) IDENTIFICATION SIGNS 60 SQ FT OR (15%)
- C-2,C-3,C-4,C-9,C-10,C-11 TOTAL AREA OF ALL (3) IDENTIFICATION SIGNS 30 FT OR (15%)
- C-1,C12 TOTAL AREA OF (1) FACIAL SIGN 10 SQ FT
- I-1, I-2, I-3, I-4 TOTAL AREA OF (1) FACIAL SIGN 60 SQ FT
- FREE STANDING SIGN AREA (32) SQ FT 10 FT SET BACK FROM STREET RIGHT -WAY LINE.



REQUIRED FREE-STANDING / MONUMENT SIGN INFORMATION, ENGINEERED STAMP
PLANS REQUIRE FOR ALL NEW SIGNS!



****MONUMENT SIGNS MAX HT FROM GRADE 6' FT.**
10' SETBACK IS REQUIRED FROM PROPERTY LINE.

SQUARE FOOTAGE OF BUILDING FRONTAGE = _____ HEIGHT X WIDTH

SQUARE FOOTAGE OF FACIAL SIGN = _____

SQUARE FOOTAGE OF PROPOSED SIGN = _____

TOTAL SQUARE FOOTAGE ALL SIGNS = _____

ILLUMINATION EXTERNAL _____

INTERNAL _____

SURVEY SHOWING LOCATION OF SIGN WITH SETBACKS FROM PROPERTY LINE

*****ALL NEW FREE-STANDING SIGNS REQUIRE FOOTING INSPECTIONS*****

AS PER TOWN CODE 198-92 I (2) ANY PROSPOSED FREE-STANDING SIGN WITHIN A HISTORIC DISTRICT, A HISTORIC OVERLAY DISTRICT OR A HISTORIC SITE OR LAND MARK SHALL BE SUBJECT TO A REVIEW AND APPROVAL OF THE TOWN OF HUNTINGTON HISTORIC PRESERVATION COMMISSION, AS WELL AS THE DIRECTOR OF PUBLIC SAFETY.

TOWN OF HUNTINGTON SIGN BUREAU
100 MAIN ST RM 310
HUNTINGTON, NY 11743
631.351.3140 FAX 631.351.3169
FORM SP 2 2022

INFORMATION FOR SETBACKS

TOWN OF HUNTINGTON

100 Main St Rm310, Huntington, New York 11743-6991 • Phone (631) 351-3140• Fax (631) 351-3169

HTTP://HuntingtonNY.gov

FREE-STANDING & MOUNMENT SIGN SETBACKS

SET BACK MINIMUM: 10' FEET FROM PROPERTY LINE.

MIN 6 FT FROM GROUND TO BOTTOM OF SIGN FOR FREE-STANDING SIGNS.

MONUMENT SIGNS SHALL BE NO GREATER THAN SIX (6) FOOT HIEGHT ABOVE GRADE &

NOR MORE THAN SIXTY (60) SQ FT IN AREA.

Setbacks	Max. square footage	Max. height
FT		FT
10	32	16'
11	34	17'
12	36	18'
13	38	19'
14	40	20'
15	42	21'
16	44	22'
17	46	23'
18	48	24'
19	50	25'
20	52	26'
21	54	27'
22	56	28'
23	58	29'
24	60 ***	30' ** MAX HEIGHT ALLOWED BY TOWN CODE
25	62	
26	64	
27	66	
28	68	
29	70	
30	72	
31	74	
32	76	
33	78	
34	80	
35	82	
36	84	
37	86	
38	88	
39	90	
40	82	
41	94	
42	96* * MAX SQ FT ALLOWED BY TOWN CODE	

***FOR MORE INFO SEE SECTION 198-92 I (2) A-H AND (3)- (5) OF THE TOWN CODE ***

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