

Department of Public Works
City of Middletown

Jacob S. Tawil, P.E.
Commissioner of Public Works



APPLICATION FOR SIGN PERMIT

NAME OF APPLICANT: _____

APPLICANT'S ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF OWNER: _____

The undersigned hereby applies for a permit to install a _____ sign at the property located at: _____ Middletown, N.Y., in accordance with the sign ordinance and with the accompanying detailed drawings and specifications which are hereby made a part of this application.

SIGNATURE OF APPLICANT: _____

REQUIREMENTS

1. A detailed drawing, or blueprint, showing a description of the construction details of the sign and showing the lettering and/or pictorial matter composing the sign; position of lighting or other extraneous devices and weight; a location plan showing the position of the sign or any building or land, and it's position in relation to nearby buildings or structures and to any private or public street or highway.
2. Written consent of the owner of the building, structure and/or land to which, or on which, the sign is to be erected in the event the applicant is not the owner thereof.
3. The owner of the structure and/or land to which, or on which any sign is erected shall be required to save harmless the City of Middletown of any damage or claim arising out of the enforcement of this ordinance.
4. For any sign erected in the City of Middletown which requires the issuance of a permit there shall be furnished to the City of Middletown a certificate from an insurance company duly licensed by the State of New York, and subject to the approval of the Corporation Counsel certifying that the owner of the premises and/or the tenant of the premises responsible for the affixing, painting or erecting of a sign has, in force and effect, a policy of general liability insurance in a minimum amount of \$100,000./\$300,000. covered for bodily injury and \$50,000. for property damage. The cancellation of this policy shall effect a cancellation of any sign permit issued by the City of Middletown.
5. A fee of fifty dollars (\$50.00) is required.
6. After all of the above requirements are submitted, the permit will be issued within 5-7 business days.

16 James Street, Middletown, NY 10940-1587
(845) 343-3169 Fax (845) 343-4014