



TOWN OF AMHERST PLANNING DEPARTMENT

COORDINATED SIGN PLAN APPLICATION AND APPROVAL PROCEDURE

Coordinated Sign Plan Approval is required for Multiple Developments per Section 7-8-9 of the Zoning Ordinance. A Multiple Development is defined as: "Four or more offices, commercial or industrial establishments or enterprises or combinations of such uses thereof, that are located in a single building; or one or more such offices, establishments or enterprises or combinations of such uses located thereof in two or more buildings developed or to be developed as part of an integrated development."

IMPORTANT

1. **A pre-submittal consultation with Planning Department staff is strongly recommended prior to submitting an application. An appointment is required for all meetings with Staff.**
2. **The application shall be executed or consented to in writing by the owner of the property.**
3. **Any required variances must be approved by the Zoning Board of Appeals prior to approval of a Coordinated Sign Plan application.**
4. **Submittal of an application grants permission to Town staff to access the parcel(s) under consideration.**

APPLICATION PROCEDURES

1. Applicant secures application from:

Planning Department
5583 Main Street
Williamsville, NY 14221

or

at Town website www.amherst.ny.us

Please note that a pre-submittal conference **is strongly recommended** prior to a sign plan submittal.

2. Applicant must file five (5) copies of the following information with the Planning Department:
- a) Survey of property and any existing buildings.
 - b) Site plan showing the location of any pole or ground signs with dimensions to adjacent streets or driveway.
 - c) Completely dimensioned, to-scale drawings of all proposed signage
 - d) Description of method of illumination and material composition of signage.
 - e) Elevations of building walls upon which fascia signs will be affixed, showing the location of proposed wall signs. Plans should dimension linear front footage of the building.
 - g) A cover letter which briefly describes the sign plan proposal.
3. Plans provided must be a minimum of 11" x 17". Each application package must be collated and folded into no larger than 9" x 12" in size.
4. **Applicant must make a submittal appointment with Planning Staff to submit an application.** After approval for filing by the Planning Department, the applicant shall pay all necessary fees to the Town Clerk. **(See Schedule of Fees on first page of application and make checks payable to: Town of Amherst.)**
5. Planning Department transmits a copy of all submittal data to the Building Department, Traffic/Safety Board and any other agency deemed necessary for review. Each agency shall notify the Planning Department in writing of its recommendations within 30 days.

6. The applicant may be required to submit revised plans or materials to address review agency comments. The procedure for submittal of revised plans is as follows:
 - A cover letter addressing all comments received to date is required.
 - "Bubble" the area of change on the drawings and provide a notation describing the change.
 - Five (5) complete sets of the revised materials are required (recommend that you contact Planning staff to determine if fewer sets are needed). **All revised plans must be submitted to the Planning Department, which transmits the plans to pertinent departments and agencies for review. Any materials submitted directly to Town departments will not be reviewed by that department.**
7. The Planning Department evaluates a coordinated sign plan based on criteria stated in Section 8-11-5 of the Town Zoning Ordinance. Total sign area must meet requirements listed in Section 7-8-7.
8. When the Planning Director has determined that the proposed Coordinated Sign Plan is consistent with the provisions of the Zoning Ordinance and all applicable regulations, **two (2) additional copies** of all Coordinated Sign Plan drawings, folded into no larger than 9" x 12" size must be submitted. These drawings will be stamped and signed "Approved" by the Planning Director and one (1) copy transmitted to the Commissioner of Building.

If the Planning Director determines that the proposed Coordinated Sign Plan does not meet the requirements of the Ordinance, the application shall be referred to the Planning Board for their review (See Section 8-11-3 of the Zoning Ordinance).
9. A building permit for a sign will not be issued until of the coordinated sign plan is approved by the Planning Department.



TOWN OF AMHERST PLANNING DEPARTMENT
APPLICATION FOR COORDINATED SIGN PLAN

For Official Use

File #: _____

Fee* \$ _____

Materials accepted by
Town Clerk and
Fee Paid

_____ rec'd. by _____ date

Materials received by
Planning Department

_____ rec'd. by _____ date

*Fees:

Fill In
Applicable Fee

Coordinated Sign Plan
Amendment to Sign Plan

\$480
\$180

\$ _____
\$ _____

To Be Completed by Applicant

Petitioner: Name: _____

Address: _____

_____ city _____ state _____ zip code

Phone: _____ Fax: _____

E-Mail: _____

Property Owner Name: _____
(if different) Address: _____

city state zip code

Phone: _____ Fax: _____

E-Mail: _____

Representative: Name: _____
Address: _____

city state zip code

Phone: _____ Fax: _____

E-Mail: _____

Project Name: _____

Project Address: _____

Project Description: _____
