

Multi-Tenant Sign Plan  
Department of Development & Operations (D&O)  
Town of DeWitt, NY

Multi-tenant sign plans are required by the Town Zoning Ordinance for premises on which more than one (1) tenant or owner intends to display a sign(s) for a purpose allowed by the ordinance. A multi-tenant sign plan shall be prepared, submitted to the D&O and approved by the DeWitt Planning Board prior to the issuance of any sign permit for new, modified or replacement sign. “Modification” means the altering of the sign message or material(s) comprising the sign as well as changes to any structural part of a sign.

The sign plan should incorporate the information listed below along with the proposed location for any future sign(s) and appropriate formulae (minimum and maximum dimensions) to determine the size of a future sign(s).

All plans for Planning Board review shall contain eleven copies and incorporate the following information:

1. Scaled, dimensioned elevations of each building façade for which a sign is intended together with the dimensioned sign locations.
2. IF a freestanding sign is proposed, then a current survey and appropriate site plan will be needed.
3. Necessary information includes colored, scaled detailed sign plan of
  - a) general description of the intended signs and how the identification of the premises/tenants are to be accomplished;
  - b) materials, construction and attachment details;
  - c) electrical requirements including wattage, lamptype, footcandles, power and need to provide UL listing;
  - d) text and graphics of all information presented in scaled drawing – complete with color – of intended sign(s); and
  - e) location, size, and material of street address.

Links:

F- Summary of Sign Rules

L- Signs – Sect 192-40 DeWitt Town Code

mtsignplan  
rev062204