

**BILLBOARD APPLICATION**  
**Town of Greenport Building Department**  
600 Town Hall Drive, Hudson, New York 12534

Date: \_\_\_\_\_

Billboard Permit No: \_\_\_\_\_

Tax Map No: \_\_\_\_\_

**Address/Location of Billboard:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Land Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Billboard Owner** (if not applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Has there been any change to the ownership of the Billboard or land since last renewing? [ ] Yes or [ ] No

Is there a written lease or contract for this billboard? [ ] Yes or [ ] No

**BILLBOARD DESCRIPTION**

[ ] One-Sided or [ ] Double-Sided

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_ Square Footage per Face: \_\_\_\_\_

Height of Billboard from ground: \_\_\_\_\_ Clearance beneath the billboard: \_\_\_\_\_

**Electric:** [ ] Non-Illuminated or [ ] Adding Illumination or [ ] Pre-existing Illumination:

[ ] Internally or [ ] Externally

**SIGNATURES**

The applicant agrees that, he or she will keep the billboard maintained in good, clean and safe condition, that any reconstruction of the billboard will constitute a new application, that he or she will renew their permit annually, and that the permit will not be sold or transferred in any way or any renewal thereof.

\_\_\_\_\_  
Signature of Owner or Applicant [ ] Land Owner [ ] Billboard Owner/Lessee

(SEAL)

\_\_\_\_\_  
Print Name

**NOTARY:**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss.

Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Notary

**OFFICE USE**

**This application has been:** [ ] Approved [ ] Disapproved

Notes: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Official

\_\_\_\_\_  
Date

Fee: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ or [ ] Cash [ ] Credit Card

## INSTRUCTIONS

- Fill in the application completely and legibly.
- The application must be accompanied by:
  - Payment should be submitted with application. We accept cash, check and credit card. Checks can be made payable to the *Town of Greenport*. Credit cards are subject to a fee of 2.45% of payment amount with a minimum of \$1.95.
  - A detailed set of structural plans. This should include a description of the construction details of the billboard, position of lighting or other extraneous devices. One paper copy and one PDF copy.
  - A site plan showing the position of the billboard on the site; its position in relation to nearby buildings or structures and to any private or public street or highway; and its height. One paper copy and one PDF copy.
  - Written consent of the owner of the land on which the billboard is to be erected and a copy of the lease agreement, if any, in the event that the applicant is not the owner.
  - If illuminated, a final electrical inspection certificate from our list of third party electrical inspectors is required.
  - A current, clear picture of the billboard – one printed and one PDF.
  - Certificate of Liability Insurance, **or** an Affidavit of Exemption if applicable, listing the Town of Greenport as a Certificate Holder. If using an Affidavit of Exemption, the homeowner's insurance policy should indicate they are aware of a billboard on the property.
  - A statement by a NYS licensed engineer that the billboard is structurally sound and complies with the Building Codes of NYS.
  - Any other information as reasonably required by the Building Department.