



Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

APPLICATION FOR A SANDWICH BOARD PERMIT

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and supporting documents. Failure to submit a complete application will result in the denial of a license agreement for an outdoor eating area.

PROPERTY INFORMATION

Business Name: _____

Address: _____

Phone: _____

E-Mail: _____

APPLICANT INFORMATION

Name: _____

E-Mail: _____

Local Address: _____

Permanent address: _____

Phone: _____

Emergency Phone: _____

OWNER INFORMATION

(complete only if applicant is not the owner of the property)

Name: _____

E-Mail Address: _____

Address: _____

Phone: _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:

*Incomplete applications will **NOT** be processed, application fee will be forfeited and no license agreement will be issued.*

- A) **Certificate of Insurance** naming the Village of Cooperstown as additionally insured with coverage of \$2,000,000 aggregate, \$1,000,000 occurrence.
- B) **A site plan drawn to scale** showing the applicant's property and the adjacent sidewalk area; the designated sandwich board location; the location of access points to be used by employees and/or patrons in entering or exiting the building in which the business is located; all temporary structures, including but not limited to tables,

seating furniture, umbrellas, planters, temporary fences, lighting, and electrical outlets (if any); and the location of any fire hydrants, plug or standpipe, utility pole, parking meter station, planter or other permanent fixture between the adjacent building and the curb, including a clear indication of the presence of the required pedestrian passageway.

C) **Descriptive or Visual Material** indicating the appearance and materials of sign.

*** Please note that each of the above items must be **included with EVERY application even if you have submitted these items previously.** The Village Clerk will **NOT** look up information from a previous year. If you anticipate your information remaining the same we recommend that you keep a copy for your records to ease in your application process.*

APPLICANT AFFIRMATION

I, the undersigned, do hereby affirm that the information contained in this application is true to the best of my knowledge, and I further understand that intentionally providing false or misleading information is grounds for immediate denial of my application.

I have made myself familiar with Local Law 12 of 2017 regarding the use of sandwich boards on public property as well as the local Zoning, Sign, and Vending laws. I will follow all laws as they pertain to my business. **I hereby attest that neither I nor the associated business has been subject to a zoning, vending, merchandise display or outdoor eating violation within the last twelve months.**

Furthermore, I understand that the application must be complete in its entirety, including all supporting documents, before it shall be reviewed for approval. (Documents from a previous submission will not be looked up to support this application.) I understand that the submission of an application is not a license agreement and said use shall not start until a license agreement has been issued.

Signature (applicant)

Date

PLEASE NOTE:

- The Village of Cooperstown has 65 days to review and act upon this application.
- Sandwich Boards require an annual permit.
- The annual permit is valid from April 1 to March 31 of the following year.
- All supporting documents must be included with the application for the request to be considered.
- The Village Clerk's Office will NOT look up information from a previous application to facilitate completing this application.

