

**PROPERTY OWNER SIGN AFFIDAVIT**

State of New York            }  
  }  
  } SS:  
  }  
County of \_\_\_\_\_ }  
  }

I, \_\_\_\_\_ the building owner of  
\_\_\_\_\_, being duly sworn, deposes and says:

- 1. This affidavit is submitted in support of sign application no. \_\_\_\_\_ to erect, alter or install a sign/sign structure that is larger than 200 square feet in an area that is subject to inclusion on the sign inventory as set forth in Section 49-15 of Title 1 of the Rules of the City of New York.
- 2. Attached is a detailed description and/or drawing of the proposed sign, including its size.
- 3. Attached is a plot plan indicating the block and lot, zoning lot and exact location and size of the proposed sign and/or sign structure, as well as the location, size, and, if available, sign permit and OAC identification numbers for all other signs on the zoning lot, with their size in square feet.
- 4. The proposed sign and/or sign structure (circle one) [WILL] / [WILL NOT] be within view of a public park of one-half acre or more or of an arterial highway.
- 5. The distance in feet from proposed sign to each public park of one-half acre or more within 200', and each arterial highway that is within 900' is listed below:

\_\_\_\_\_ ft. from \_\_\_\_\_ park  
\_\_\_\_\_ ft. from \_\_\_\_\_ highway.

6. The proposed sign is a(n) \_\_\_\_\_ sign.  
(Advertising / Non-Commercial / Accessory to a business)

7. Attached is a certification by a registered architect or licensed professional engineer that he or she has personal knowledge that the proposed sign and sign structure shall be in compliance with the zoning resolution and, if accessory, that the requirements set forth below have been satisfied.

**ADDITIONAL REQUIREMENTS FOR ACCESSORY SIGN APPLICATIONS ONLY:**

1. \_\_\_\_\_ doing business as \_\_\_\_\_  
is on the zoning lot that the proposed sign is to advertise.
2. \_\_\_\_\_ is the owner or principal of the business.
3. Attached is a written description of the existing or proposed business operation on the zoning lot, including the size of the business operation in square feet and average number of daily employees regularly on site, signed and notarized by a principal or officer of such a business.
4. Attached is a drawing and/or description of the proposed sign copy.
5. Attached is a complete lease signed by a principal or officer of the business, demonstrating the amount of space leased at the zoning lot by the business being advertised. If the business being advertised at the zoning lot owns the subject premises, a copy of the deed is to be provided.
6. Attached is a statement by the property owner indicating the parties with ownership, lease or creditor interest in the sign structure.
7. Attached is an approved alteration application and/or certificate of occupancy. [Or historical evidence acceptable to the Borough Commissioner permitting use]
8. Attached is a restrictive declaration signed by a fee owner of the real property that binds the owner and its successors to remove the sign and sign structure if at any time the use of the premises is changed, or an occupant of the premises ceases tenancy, such that the sign is no longer an accessory sign. The declaration shall further provide that if the sign is not removed, the Declarant agrees to reimburse the City for all actual costs associated with such removal. (Proof of recording of the restrictive declaration must be submitted prior to approval of the sign work permit application. Document numbers must be listed in section 6 of the PW-1)
9. Attached are financial statements detailing actual or projected income from the business at the zoning lot and demonstrating that no income or financial benefit shall be derived or expected from the sign.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**Notarization (required)**

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

Affix notary seal here:

\_\_\_\_\_  
Notary