



P. O. BOX 791
Lake George, NY 12845
518-668-5771 FAX: 518-668-3735

MAYOR
Ray Perry

PLANNING AND ZONING CLERK
Debonnay Meyers
Email: planning@lgvillage.org
518-668-5771 x30

TRUSTEES

Joseph Mastrodomenico Jose Filomeno
Alyson Miller Michael Menter

CODE ENFORCEMENT OFFICER
James Anagnos

ZONING ADMINISTRATOR
Dan Barusch
Email: dbarusch@townoflakegeorge.gov
518-668-5722 x5

AWNING/CANOPY – SITE PLAN APPLICATION

BEFORE COMPLETING THIS APPLICATION PLEASE BE SURE TO CONTACT THE VILLAGE DIRECTOR OF PLANNING AND ZONING, ADVISING OF YOUR INTENT.

Awning also means canopy, as used in this application.

- ❖ Awnings must be made of fixed or retractable cloth/canvas.
- ❖ Awning colors shall be consistent with those of the building.
- ❖ Supports for awnings may be made of wood, metal or other suitable material.
- ❖ Awnings must have clearance (from sidewalk to edge of awning) of at least 7' 6" (seven feet six inches). All measurements of clearance shall be from the ground to the bottom of the awning.
- ❖ Awnings cannot extend more than 7 feet from the building that it is attached to.
- ❖ Lettering may be placed on the front and/or side panels of the awning, but not on the slope.
- ❖ Awning lettering may contain names, numbers, and graphics limited to the business name or building name upon which the awning is located.
- ❖ Awnings shall not be internally lit or backlit.
- ❖ All awnings shall be maintained in a good and safe condition. Any awning which has visibly deteriorated shall be removed by the owner.
- ❖ If any part of any awning encroaches into any air space over Village property, and if such encroachment is permitted by the Village Board of Trustees, the owner of such awning shall execute a hold-harmless agreement upon such forms as provided by the Village and shall also provide to the Village a complete copy of a policy of liability insurance in which the Village is named as an additional insured in the minimum sum of \$500,000 per occurrence.

NOTE: AWNING AND CANOPIES ARE REGULATED BY THE 2010 NYS BUILDING CODE. PLEASE BE SURE YOUR AWNING MATERIALS, CONSTRUCTION MATERIALS AND PLAN FOR INSTALLATION MEET CODE. NYS 2010 BUILDING CODES CAN BE FOUND AT: <http://publicecodes.citation.com/st/ny/st/b200v10/index.htm>

LAKE GEORGE VILLAGE WILL ISSUE A CERTIFICATE OF COMPLIANCE.

PRIOR TO THE INSTALLATION PLANS, THE CERTIFICATE OF COMPLIANCE MUST BE SUBMITTED TO WARREN COUNTY IN ORDER TO OBTAIN A BUILDING PERMIT. WARREN COUNTY BUILDING CODE AND FIRE PREVENTION WILL CONDUCT AN INSPECTION.



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THIS SECTION WILL BE COMPLETED BY THE LAKE GEORGE VILLAGE ADMINISTRATION OFFICE.

Fees for Site Plan Awning Application

\$100.00 for regular Site Plan Awning submission.

\$500.00 for after-the-fact Site Plan Awning submission.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

TAX MAP NO.		ZONE:	
PERMIT NO.		FEE:	
		DATE PAID:	
		CHECK NO. OR CASH	

APPLICANT TO COMPLETE THE FOLLOWING:

APPLICANT NAME:		MAILING ADDRESS:	
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WHAT IS THE ADDRESS THAT THIS APPLICATION APPLIES TO?	
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APPLICANT HOME PHONE:		BUSINESS PHONE:		CELL PHONE:	
	INCLUDE AREA CODE		INCLUDE AREA CODE		INCLUDE AREA CODE
EMAIL:		FAX			

OWNER NAME IF DIFFERENT FROM APPLICANT:	
OWNER MAILING ADDRESS:	
	PHONE:
	INCLUDE AREA CODE

PROFESSIONAL REPRESENTING APPLICANT:	
MAILING ADDRESS:	
PHONE:	
	INCLUDE AREA CODE
	FAX:



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**IS THIS A
MODIFICATION TO A
PREVIOUSLY
APPROVED SITE PLAN
APPLICATION/PERMIT?**

[] YES [] NO

IF YES, PROVIDE A PREVIOUS SITE PLAN APPLICATION NUMBER OR DATE.

PROVIDE: PREVIOUS PLANS, NEW PLANS AND DESCRIBE THE CHANGES YOU ARE REQUESTING.

WILL THERE BE ANY CONSTRUCTION TO ACCOMMODATE THE AWNING?

[] -YES - BE SURE TO ANSWER "TYPE OF CONSTRUCTION" AND DESCRIBE IN "PROJECT DESCRIPTION"

[] NO

IS THE PROPOSED DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA - The land in the floodplain within a community subject to a 1 % or greater chance of flooding in any given year. This area may be designated by FEMA as Zone B & X (shaded), C & X (unshaded) A, AE, A1-30, AH, AO, AR, A99, V, VE, V1-30, VO, VE or V1-V30.

YES [] NO [] IF YES, YOUR PLANS MUST DEMONSTRATE COMPLIANCE WITH CHAPTER 114 OF THE LAKE GEORGE VILLAGE.

WHAT OTHER STATE OR COUNTY PERMITS WILL YOU BE REQUIRED TO OBTAIN IN ORDER TO EXECUTE THIS PROJECT OR THAT WILL BE NECESSARY UPON COMPLETION OF THE PROJECT?

PROJECT DESCRIPTION - USE ADDITIONAL PAPER IF NEEDED.

**DESCRIBE THE
PROJECT/USE (in
detail), INCLUDING
DIMENSIONS.**

OR

ATTACH PLANS.



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**PLEASE COMPLETE THE FOLLOWING PROVIDING AS MUCH DETAIL AS POSSIBLE.
THE BOARD MAY REQUIRE ADDITIONAL INFORMATION UPON REVIEW OF THIS APPLICATION.**

INFORMATION TO BE INCLUDED	CHECK HERE IF INCLUDED. IF NOT, NOTE REASON. USE REVERSE SIDE IF MORE SPACE NEEDED.
PLEASE PROVIDE A RENDITION OF THE CURRENT BUILDING AND HOW THE AWNING WILL LOOK ON THE BUILDING.	
PLEASE PROVIDE A PICTURE OF THE CURRENT BUILDING (WITHOUT THE AWNING).	
PLEASE PROVIDE A FABRIC SAMPLE	
WILL THE AWNING BE RETRACTABLE? HOW?	

WILL THE AWNING BE REMOVED IN THE WINTER?	
WILL THE AWNING HAVE ANY LETTERING OR GRAPHICS? IF YES, PLEASE PROVIDE DETAILED SAMPLES.	
WHEN WILL THE AWNING BE INSTALLED.	

I, THE UNDERSIGNED APPLICANT, OWNER, LESSEE, OR PURCHASER UNDER CONTRACT FOR THE PROPERTY, OR PERSON DESIGNATED IN WRITING BY ANY OF THE AFOREMENTIONED PARTIES TO REPRESENT THE APPLICANT AS ATTORNEY OR AGENT, HERBY REQUEST SITE PLAN APPROVAL BY THE PLANNING BOARD FOR THE IDENTIFIED PROPERTY ABOVE. I AGREE TO MEET ALL APPLICABLE REQUIREMENTS OF THE LAKE GEORGE VILLAGE CODE. I UNDERSTAND THAT SIGNING THIS APPLICATION DOES NOT IMPLY APPROVAL OF THIS PROJECT.

I, THE UNDERSIGNED APPLICANT, OWNER, LESSEE, OR PURCHASER UNDER CONTRACT FOR THE PROPERTY, OR PERSON DESIGNATED IN WRITING BY ANY OF THE AFOREMENTIONED PARTIES TO REPRESENT THE APPLICANT AS ATTORNEY OR AGENT UNDERSTAND THE VILLAGE MAY ENGAGE THE SERVICES OF PROFESSIONAL CONSULTANTS DURING REVIEW OF THIS PROJECT AND THE EXPENSE OF SUCH CONSULTANTS WILL BE PAID BY THE APPLICANT PRIOR TO THE ISSUANCE OF ANY PERMITS. SUCH PROFESSIONAL CONSULTANTS MAY INCLUDE, BUT SHALL NOT BE LIMITED TO, ENGINEERS, SURVEYORS AND LEGAL COUNSEL.

APPLICANT SIGNATURE:			
PRINT NAME:		DATE:	



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IF APPLICANT IS SOMEONE OTHER THAN THE OWNER THEN THE OWNER MUST ALSO SIGN.

OWNER SIGNATURE:			
PRINT NAME:		DATE:	

WHEN YOUR SITE PLAN IS APPROVED BY THE LAKE GEORGE VILLAGE PLANNING BOARD (WITH OR WITHOUT CONDITIONS) THIS APPLICATION WILL SERVE AS YOUR PERMIT.

**ALL CONDITIONS REQUIRED AS PART OF THE APPROVAL PROCESS
BECOME A PART OF THIS PERMIT.**