



APPLICATION FOR CDAT REVIEW

Three (3) sets of the completed application and submittals must be received by the application Deadline date for that month’s meeting (see schedule). Submit to City of Geneva’s Department of Developmental Services at: 47 Castle Street (3rd floor- City Hall).

Address (where sign will be located): _____

Applicant’s Name: _____

Applicant’s Address: _____

Phone: _____ Applicant’s email: _____

Sign Company (w/ address, phone, email): _____

Installer—if different (w/address, phone, email): _____

SUBMITTALS REQUIRED TO BE INCLUDED WITH APPLICATION (please check):

1. Color renditions of all proposed signage (new & existing) drawn to scale and indicating dimensions.
2. Color pictures showing proposed signage superimposed on the building. Indicate the building’s width and the height from grade (sidewalk) to 1st floor ceiling.
3. A written description of the proposed signage’s construction details.
4. Description of proposed illumination (if any) including fixture details (spec sheet).

THINGS TO CONSIDER

1. You should not have signs manufactured until you have received written approval to install them.
2. All signs require approval including window appliques, internally hung, awning graphics, and sandwich-boards.
3. Hanging signs with two (2) faces are considered two (2) signs. Hanging signs must clear grade below by at least 10’-0”.
4. Externally illuminated (such as goose-neck lighted) signs are permitted and may be reviewed and approved by CDAT. All internally illuminated signs (including neon) require a special use permit. These signs require application to, review and approval by Zoning Board of Appeals, instead of CDAT. There are additional fees and application deadlines associated with these reviews.
5. Please direct questions to City of Geneva Department of Developmental Services (315-789-3101).

The CDAT is committed to helping business owners comply with zoning regulations and to Avoid advertising & regulatory pitfalls we frequently see with proposed signage. Our goal is to offer input that will maximize your signage impact and compliment the business neighborhood. CDAT is a committee of The Geneva Business Improvement District located at One Franklin Square, Suite 211, Geneva, NY 14456. Tel: 315-789-0102 Fax: 315-789-6979 or Email genevanybid@gmail.com

Geneva Business Improvement District
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