



Informational Brochure On-Premise, Off-Premise and Directional Signs Town of Bolton

The Town of Bolton Landing Informational Brochure series has been developed to provide the public with information on land use regulations commonly affecting activities undertaken by the public and administered by this office. It is *not* intended to be a complete statement of all applicable regulations and individuals are encouraged to contact the office for complete permitting requirements.

Small On-premise Business Signs

Although the Town of Bolton's Zoning Code makes no specific provision to allow the placement of **any** Small On-Premise Business Signs, that issue has been addressed by the Planning Office. By practical application it is recognized by the Planning Office that it is appropriate and convenient to allow small construction project signs, small realtor signs and small real property for sale or lease signs. Most recently, in 2007 the Zoning Administrator's interpretation specified that small on-premise contractor signs and small on-premise realtor signs will not be regulated so long as they are located "on site". These types of signs are readily observed throughout the Town of Bolton where the real property is the location of a construction or development project or where real property is being sold or offered for lease. It is understood that such signs are temporary and should only be maintained for the duration of the construction project or the duration of the real estate sale or offer for lease period.

Small Off-Premise Directional Signs

Although the Town of Bolton's Zoning Code makes no specific provision to allow the placement of **any** Small Off-Premise Signs, that issue has also been addressed by the Planning Office. Small off-premise directional signs shall be allowed on association property if approved by the association. The Town of Bolton recognizes that it is appropriate for a contractor or realtor to have a small off-premise "directional" sign distant from the site as a

convenience to project deliveries, sub-contractors or real estate customers so that the real property may be located. Such a directional sign is **never** permitted in the public right of way. For the purpose of this policy the Public Right of Way is considered to be 50 feet wide and measured 25 feet from the center line of the road. It is also understood that such signs are temporary and should only be maintained for a short period of time not to exceed 48 hours.

Most importantly no sign, under any circumstances, may lawfully be placed or affixed to utility poles, state, county or town properties such as street signs, hydrants, traffic control devices, etc. A sign also may not be erected or maintained upon trees or painted or drawn upon rocks or other natural features.

The policy for **Small Non-Directional Off-Premise Advertising Signs or Small Directional Signs** which have been in place for more than 48 hours, located "off-premise" includes the following elements:

1. When any prohibited off-premise sign is located by the Zoning Administrator, it is appropriate to first call the "owner" of the sign to request that the sign be removed.
2. Where the owner has neglected to voluntarily remove the prohibited off-premise sign after having been requested to do so, if the off-premise sign is located within the public right-of-way or affixed to any municipal sign, municipal pole, fire hydrant, utility pole or

other state, county or town property, it shall be removed by the Zoning Administrator or their designee. Any sign removed by application of this policy, after notice to the sign owner, shall be retained by the Planning Office for a period of 30 days and thereafter any sign not retrieved by the owner within the time period shall be disposed of by the town.

3. Where the prohibited off-premise sign is located upon private land and under circumstances where the owner of the sign does not cooperate in its voluntary removal, and the owner of the real property does not cooperate in its voluntary removal, then, in appropriate cases action to compel the removal of the prohibited off-premise sign will be undertaken only by direction of the Town Board.

This Planning Office policy presumes that the use of temporary small signs (**both on premise signs or off premise directional signs**) constitute temporary advertising to be removed upon conclusion of a real estate sale or lease offer, or upon completion of the construction/ site development project.

The Town of Bolton remains guided by its civil responsibility to effectively enforce local ordinances for the protection of the general public welfare by assuring that pedestrian and vehicular highway sight distances are not blocked nor obstructed by signage that is illegally situated within the public right-of-way

Signs located within the Lake George Park shall also comply with the requirements of the Lake George Park Commission.

http://www.lgpc.state.ny.us/rules_regs/646_567.html

Signs located at Class A or Class B Regional Projects within the Adirondack Park and not also within the Lake George Park shall be subject to the sign standards of the Adirondack Park Agency Rules and Regulations.

http://apa.ny.gov/Documents/Laws_Regs/Sign_Standards_Appendix_Q3.pdf
http://apa.ny.gov/Documents/Laws_Regs/RulesRegs20110920.pdf

Definitions

Small On-Premise Business Sign – A sign less than 4 square feet in surface area which directs attention to a commercial use, industry, profession, commodity or service sold or offered on the same premise where the sign is located.

Small Off-Premise Directional Sign – A sign less than 4 square feet in surface area which serves solely to designate the location or direction of any place or area where construction is taking place or real estate is being offered for sale or lease. These signs may not include business addresses or telephone numbers.

Small Non-Directional Off-Premise Advertising Sign – A sign less than 4 square feet in surface area which directs attention to a business, industry, profession, commodity, service or entertainment neither sold nor offered on the same premise where the sign is located. These signs are not permitted in the Town of Bolton.

Visit the Town of Bolton on the web at www.boltonnewyork.com for the Informational Brochure Series, or to access an electronic copy of the Town Code, look under the Zoning Office department. Our offices are located at 4949 Lakeshore Drive.

(Adopted by The Bolton Town Board, May 1, 2012)