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PORTABLE SIGNS/MESSAGE BOARD SIGN APPROVAL APPLICATION

Property Owners/ Operator name					
Property Owners/ Operator address					
Phone Number					
Email Address					
Project Property Address			Zoning District		
Tax Parcel Number					
Building permit number (if issued)					
Description of Permitted Work/Project Approved					
Permit Fee Required			Permit Fee Paid		
Permit Approved	Yes _____ No _____		Approval Date		
Survey Needed	Yes _____ No _____	Site Visit Needed	Yes _____ No _____	Further Review Needed	Yes _____ No _____
Permit Denied	Yes _____ No _____				
Reason for Denial					

- This permit is valid for the calendar year that it is issued and is subject to annual renewal.
- If any deviations are made from the original application, a new permit is needed.
- This permit shall be posted in a conspicuous location on the premises and shall remain in place during the entire period of construction.
- **Application.** All applications for a Portable/Message Board Sign Zoning Permit shall be accompanied by:
 - A legible scale drawing or diagram with description and dimensions of the sign(s) to be erected or maintained under the permit and the proposed sign's location on the building or site.
 - The basic materials to be used in construction of the sign.
 - A description of all electrical equipment if the sign is to be lighted or illuminated.

***** Required Information Continued on Reverse Side *****

- Information about the sign: Dimensions, including display surface; materials; illumination; wiring; height above grade; and distance from lot lines.
- Any other information that may be reasonably necessary for the Zoning Administrator for the purpose of application evaluation.

Comments:

Signature: _____ Date: _____

NOTE: Required scale drawing or diagram may be drawn in the area below in lieu of attachment.