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## SIGN APPROVAL PERMIT APPLICATION

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

- This permit shall become void at the expiration of 120-days after the date of issuance unless construction is started. All construction shall be completed within 18 months.
- If any deviations are made from the original application, a new permit is needed.

Contractor: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Owner of sign if not applicant: \_\_\_\_\_

Distance of sign from Designated Business/Service, Etc: \_\_\_\_\_

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

**Sign Information:** On-Site \_\_\_\_\_ OR \_\_\_\_\_ Off-site  
Attached \_\_\_\_\_ OR \_\_\_\_\_ Detached  
\*Temporary \_\_\_\_\_ OR \_\_\_\_\_ Permanent  
New Sign \_\_\_\_\_ OR \_\_\_\_\_ Replacement

Size of Sign: \_\_\_\_\_ Height of Sign: \_\_\_\_\_ Total Sq. Footage of **Existing** Signs: \_\_\_\_\_

Type of Sign:

- |  |                                     |                                 |   |
|--|-------------------------------------|---------------------------------|---|
| <input type="checkbox"/> Ground                  | <input type="checkbox"/> Non-Ground | <input type="checkbox"/> Canopy | <input type="checkbox"/> Banner (Wall only) |
| <input type="checkbox"/> Monument                | <input type="checkbox"/> Wall       | <input type="checkbox"/> Above  | <input type="checkbox"/> Business Opening   |
| <input type="checkbox"/> Pole                    | <input type="checkbox"/> Awning     | <input type="checkbox"/> Below  | <input type="checkbox"/> Decorative         |
| <input type="checkbox"/> Portable                | <input type="checkbox"/> Projecting | <input type="checkbox"/> Fascia |   |
| <input type="checkbox"/> Billboard (Advertising) | <input type="checkbox"/> Roof       | <input type="checkbox"/> Misc.  |   |
| <input type="checkbox"/> Off-Premise             | <input type="checkbox"/> Above Roof |                                 |   |
| Directional                                      |                                     |                                 |   |

Sides:

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> 1           | <input type="checkbox"/> External Illuminated | <input type="checkbox"/> Electronic Changeable Copy |
| <input type="checkbox"/> 2           | <input type="checkbox"/> Internal Illuminated | <input type="checkbox"/> Manual Change of Copy      |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Non-Illuminated      | <input type="checkbox"/> Time & Temperature         |

Height of Sign from Nearest Established Grade (feet): \_\_\_\_\_

For Elevation where sign is proposed, what is the **area of the building façade** that the business will occupy?: \_\_\_\_\_

Materials to be used in Construction: \_\_\_\_\_

Will sign be illuminated? \* \_\_\_\_\_ Description of Electric Equipment: \_\_\_\_\_

\*Electric work may require an electrical permit and inspection.

- Attach a detailed scale drawing of the proposed sign indicating dimensions, colors and wording.
- Attach a site plan/map indicating where the sign is to be located, surrounding buildings and setbacks.
- Building elevation drawing showing the sign and all details/dimensions of the sign, signable area and tenant space.
- For Projecting Signs – Distance of projection from the building face and distance of sign projecting into the right-of-way.
- If the sign is attached to a building, show the building roofline in relation to the wall on which the sign will be mounted.
- Clearance above ground (for awning/projecting/banner signs only).
- Pictures of any existing signs.
- If applicant is not the owner of the building or property where sign will be erected, attach written approval from the property owners for the proposed sign.
- Any other information that may be reasonably necessary for the Zoning Administrator for the purpose of application evaluation.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_