



SIGN PERMIT APPLICATION

1. APPLICANT(S)

Name: _____

Business Name: _____

Business Address: _____

Telephone Number: _____

Signature: _____

2. PROPERTY OWNER(S)

Name: _____

Address: _____

Telephone Number: _____

Signature: _____

3. LOCATION OF SUBJECT PROPERTY

Tax Map Number: _____

Address: _____

Zoning: _____

4. How many developed parcels will the sign serve? _____

5. How many businesses will the sign serve? _____

6. Answer only those sections below pertinent to the type of sign for which you are requesting a permit:

A. WALL SIGN

Height _____
Width _____
Depth _____
Square Feet _____

NOTE: WALL SIGNS SHALL BE AFFIXED TO A WALL AND SHALL PROJECT NO MORE THAN EIGHTEEN (18) INCHES.

Will the sign have lighting? _____ If so, please describe: _____

What is the total length of the front of the subject building? _____ feet

B. FREESTANDING SIGN

Overall Height _____
(Measured from ground level)
Height of Sign Face _____
Width _____
Square Footage of Sign Face _____

Will the sign have lighting? _____ If so, please describe: _____

What is the total length of the front of the subject building? _____ feet

Indicate how the sign will be supported (i.e. - pole, brick base, etc...)

NOTE: IF THE SIGN IS FREESTANDING, INCLUDE A SURVEYED PLAT OF THE PROPERTY INVOLVED WITH THE PROPOSED LOCATION OF THE SIGN SKETCHED IN. DISTANCE OF THE SIGN FROM THE STREET RIGHT-OF-WAY AND PROPERTY LINES MUST BE SHOWN.

C. TEMPORARY SIGN

Event to be announced: _____

Date of announced event: _____

Where will the sign(s) be located? _____

Will the proposed sign be located in a public right-of-way? _____

NOTE: THERE IS A THIRTY (30) DAY LIMIT FOR A TEMPORARY SIGN, AND IT MUST BE REMOVED WITHIN SEVEN (7) DAYS FOLLOWING THE ANNOUNCED EVENT.

D. DIRECTORY SIGN

Overall Height _____

(Measured from ground level)

Height of Sign Face _____

Width _____

Square Footage of Sign Face _____

Will the sign be affixed to a wall or will it be freestanding?

If the sign is freestanding, please indicate how it will be supported.

7. Please give a sketch of the proposed sign (all types) showing dimensions of the message board and overall height, width and depth of the sign including supports for freestanding signs. Height for freestanding signs must be measured from ground level.

