

# Application For Sign Installation Permit

Page 1

Date: _____	Sign Application Number - _____
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**(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)**

Permit Issued: <input type="checkbox"/>	Fee Paid: \$ _____
Permit Denied: <input type="checkbox"/>	Date: _____
Reason: _____	Electrical Permit Required: _____
_____	

**Instructions to Applicant:** The following information must be completed and submitted with a sketch of the proposed sign(s) and a site plan showing the location of the proposed sign(s) in relation to buildings and/or lot lines. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in filling out this form.

1. Name of Applicant(s): \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

2. Property interest of applicant:  
 Owner     Lessee     Contractor     Other: \_\_\_\_\_

3. Name of Owner(s) (if other than applicant): \_\_\_\_\_  
Phone: ( \_\_\_\_ ) \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Location of Property:  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or metes and bounds; description and acreage.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zone District Classification: \_\_\_\_\_

5. Type of sign: (check two)

- |   |   |
|---|---|
| <input type="checkbox"/> Freestanding           | <input type="checkbox"/> Business         |
| <input type="checkbox"/> Projecting             | <input type="checkbox"/> Real Estate      |
| <input type="checkbox"/> Wall                   | <input type="checkbox"/> Identification   |
| <input type="checkbox"/> Roof                   | <input type="checkbox"/> Subdivision      |
| <input type="checkbox"/> Combination (specify): | <input type="checkbox"/> Other (specify): |

_____	_____
_____	_____
_____	_____

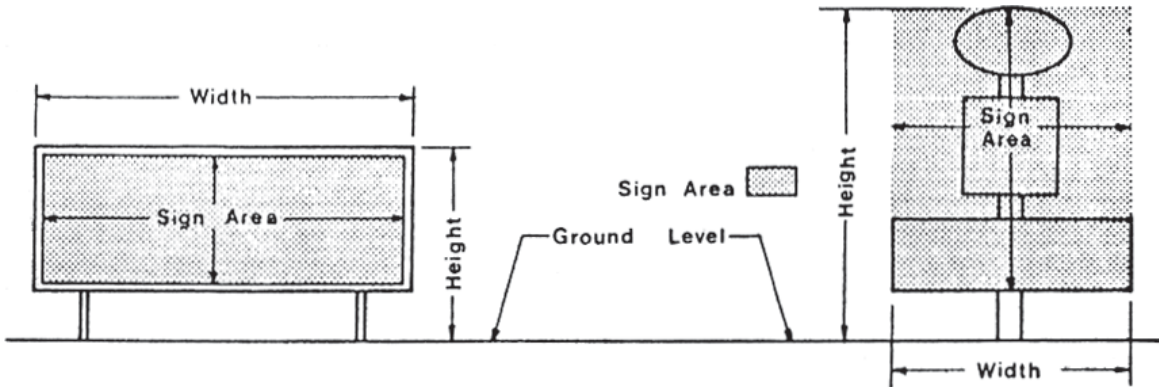
# Application For Sign Installation Permit

## Page 2

6. Size of sign:

Height: \_\_\_\_\_ ft.                      Width: \_\_\_\_\_ ft.                      Total Sign Area: \_\_\_\_\_ sq. ft.

Size of sign is determined as follows:



7. Frontage: Width of front lot line: \_\_\_\_\_ ft.

Width of building front: \_\_\_\_\_ ft.

Setback of building from front lot line: \_\_\_\_\_ ft.

8. Illumination of signs:  Neon, flashing  
 Neon, non-flashing  
 Floodlights  
 Non-Illuminated

9. If Illuminated, hours of operation: From: \_\_\_\_\_ To: \_\_\_\_\_

10. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Date: \_\_\_\_\_, 20\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Owner: \_\_\_\_\_

### CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations.

Permit issued this \_\_\_\_\_ day of 20\_\_\_\_

Zoning Administrator: \_\_\_\_\_

# Application For Sign Installation Permit

## Page 3

### SITE PLAN

A site plan must be attached or drawn on the attached graph paper at a scale large enough for clarity showing the following information:

- A. Location and dimensions of lot, buildings (existing and proposed), driveways, and off-street parking spaces.
- B. Distance between: Building and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and accessory buildings on adjacent lots.
- C. Location of signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

SCALE: 1" = \_\_\_\_\_

