

Application For Sign Installation Permit

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Date: _____

Sign Application Number - _____

(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)

Permit Issued: ☐

Fee Paid: \$ _____

Permit Denied: ☐

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)

☐ Freestanding

☐ Business

☐ Projecting

☐ Real Estate

☐ Wall

☐ Identification

☐ Roof

☐ Subdivision

☐ Combination (specify):

☐ Other (specify):

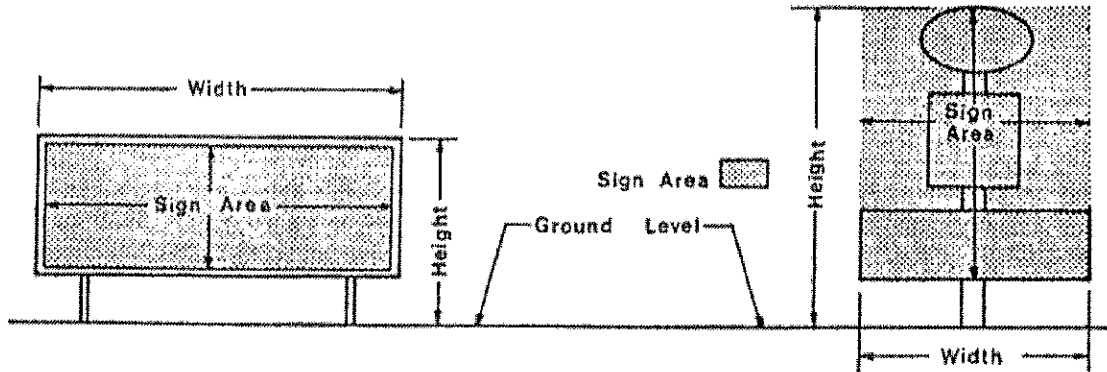
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6. Size of sign:

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: _____

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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" = _____

