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## Sign Permit

## Application

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

Project cost \_\_\_\_\_

1. **Applicant (print)** \_\_\_\_\_ phone#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Sign Owner (if not applicant) \_\_\_\_\_ phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Sign Contractor: \_\_\_\_\_ phone#: \_\_\_\_\_  
 Address: \_\_\_\_\_

(Attach a copy of signed contract or written consent of property owner)

2. **Type:** (check all that apply)  
 Existing \_\_\_ Permanent \_\_\_ Projecting Sign \_\_\_ Non-conforming existing \_\_\_ Temporary \_\_\_  
 New \_\_\_ Freestanding \_\_\_ Portable \_\_\_ Wall \_\_\_ Other \_\_\_

3. **Location:** Tax Parcel # \_\_\_\_\_ Address \_\_\_\_\_  
 Use of Building or Lot: \_\_\_\_\_

Describe the relationship of sign to nearby buildings, structures, street lines, property lines or landmarks. Which direction is the sign facing?

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

(A copy of a map, site or plot plan, elevation drawings at appropriate scale and photographs showing exact location, facing direction and type of sign are to be submitted with application)

4. **Design:** Describe the shape and dimensions of the sign. Identify the message, lettering, graphics, color and material. (Submit a to-scale sketch, drawings or photographs with descriptions).

If sign is to be placed upon a building façade or within a store window, submit plans & elevations of the building façade or window. Where appropriate, adjacent building facades or store windows should be included.

5. **Illumination:** If illumination is proposed, indicate method & source  
 Direct \_\_\_ Indirect \_\_\_ Internal \_\_\_ Overhead \_\_\_ Below \_\_\_ Spots (how many) \_\_\_  
 Wattage \_\_\_ Wiring: Underground \_\_\_ Overhead \_\_\_

6. **Zoning Setback Compliance:**  
 Setbacks (feet): Front \_\_\_ Side \_\_\_ Rear \_\_\_ Frontage \_\_\_\_\_  
 Will this project comply with Zoning Regulations? Yes \_\_\_ No \_\_\_

.....  
Zoning District: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Denial Date: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Zoning Permit # \_\_\_\_\_

Signature of Zoning Officer & date \_\_\_\_\_