

PURPOSE OF A SIGN PERMIT

A sign permit is required to make sure that signage meets applicable regulations of the zoning code. Every sign, temporary or permanent, requires a permit which must be obtained before any work begins.

SUBMITTAL REQUIREMENT CHECKLIST

| | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Site Plan Showing Placement. Includes landscaping plan for all freestanding signs | <input type="checkbox"/> Sign Rendering (Showing Color, materials and other details) | <input type="checkbox"/> \$25 Fee Cash or Check (Details on Submittal Instructions Sheet) |
|--------------------------------------|--|--|---|

| | | |
|------------------------------|--|--|
| APPLICANT INFORMATION | <input type="checkbox"/> Primary Contact | <input type="checkbox"/> Billing Contact |
|------------------------------|--|--|

Company Name:

Contact Person First Last Name:

Mailing Address:

| | |
|---------------|--------|
| Phone Number: | Email: |
|---------------|--------|

OWNER INFORMATION

First Last Name:

Mailing Address:

| | |
|---------------|--------|
| Phone Number: | Email: |
|---------------|--------|

PROJECT LOCATION

| | |
|-----------------|-------------------|
| Street Address: | Parcel ID Number: |
|-----------------|-------------------|

| | |
|------------------|--------------|
| Zoning District: | Current Use: |
|------------------|--------------|

| | | |
|--|------------------------------|-----------------------------|
| ACTIVE CODE COMPLIANCE CASE | | |
| Is there an active code compliance case on this site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes: Is this application related to the code violation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | |
|---|------------------------------|-----------------------------|
| HISTORICAL RESOURCE INFORMATION | | |
| Does the project contain a designated historic resource or is it located within a designated historic district? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|--|----------------------------|-----------------------------|-------------------|
| PROPOSED SIGN DIMENSIONS <small>(fields not required if a dimensioned rendering is submitted in feet by a professional sign maker, designer or architect)</small> | | | |
| Width of Sign Face | Height of Sign Face | Depth of Fascia Sign | Total Area |
| ft | ft | in | sq ft |

| | |
|---|------------------|
| DESCRIBE WORK - Attach page(s) if necessary. | |
| | |
| Total Estimated Project Cost: | |
| Start Date: | End Date: |

| | |
|---|--------------|
| ACKNOWLEDGMENT AND AUTHORIZATION | |
| The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge. | |
| Applicant Name | Date |
| Applicant Signature | Title |