



RECEIVED: _____

BY: _____

FEE PAID: _____

SIGN PERMIT APPLICATION
(\$25.00 per sign)

ISSUE DATE: _____

PERMIT #: _____ - _____ S

ALL APPLICATIONS MUST HAVE A SAMPLE PICTURE (PREFERREDLY IN COLOR) OF THE SIGN
ALL APPLICATIONS MUST ALSO HAVE A PLOT PLAN

- PERMANENT SIGN
- TEMPORARY SEASONAL SIGN
- TEMPORARY HISTORIC DISTRICT SIGN
- TEMPORARY OFF PREMISES AUCTION/REAL ESTATE SIGN
- TEMPORARY CONSTRUCTION SIGN

1. ADDRESS WHERE SIGN WILL BE ERECTED: _____
2. MAP: _____ LOT(S): _____ ZONING DISTRICT: _____
3. BUSINESS NAME: _____
4. ADDRESS: _____
5. PHONE NUMBER: _____
6. PROPERTY OWNER NAME: _____
7. MAILING ADDRESS: _____
8. PHONE NUMBER: _____
9. BUILDING FRONTAGE (IF APPLICABLE): _____
10. LOT FRONTAGE (IF APPLICABLE): _____

11. TYPE OF SIGN: *(CHECK ALL THAT APPLY)*

NEW _____	RELOCATION _____	REPLACEMENT _____	AFFIXED _____	HANGING _____
PROJECTING _____	AWNING _____	WINDOW _____	MARQUEE _____	FREESTANDING _____
POLE _____	MONUMENT _____	POST & ARM _____	ROOF _____	DIRECTORY _____
ILLUMINATED (INTERNAL) _____		ILLUMINATED (EXTERNAL) _____		

12. MATERIAL(S): _____ 13. COLOR(S): _____
14. FONT(S): _____ 15. DIMENSIONS: LENGTH _____ WIDTH _____ HEIGHT _____
16. # OF SIDES _____ TOTAL SQUARE FEET: _____ HEIGHT (FREE-STANDING): _____
18. DOES SIGN PROJECT OVER PUBLIC STREET, RIGHT OF WAY OR SIDEWALK: YES NO
- IF SO, HEIGHT FROM FINISHED GRADE: _____

SIGNATURE OF OWNER OR APPLICANT/DATE LAND USE OFFICE/APPROVAL DATE
(IF OWNER/APPLICANT ARE NOT THE SAME – THEN WRITTEN PERMISSION OF OWNER IS ALSO REQUIRED)

CONDITIONS: _____

