

Office Hours:
Monday through Friday
8 AM to 4:30 PM

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SIGN PERMIT APPLICATION

(See Sections 5.7 G., H., & L.)

APPLICANT _____

CASE NUMBER _____

Zoning District: _____

The application shall contain the following information unless a site plan meeting the requirements of Section 14.5 has already been submitted and the following sign information is included on it:

- (a) The property owner's name and address in full.
- (b) Applicant's name and address, phone, fax and email address.
- (c) Address of property on which sign is to be situated.
- (d) Business to which sign belongs or relates.
- (e) Total display area in square feet.
- (f) Proposed setback from right-of-way.
- (g) A scale drawing of the property at one inch equals twenty (20) feet, showing the location of all buildings/structures and their uses, and the location of the proposed sign on the lot, building or structure.
- (h) Sign type and purpose.
- (i) Sign height.
- (j) Height and width of building to be served.
- (k) Drawing of proposed sign indicating proposed copy or message.
- (l) Evidence of knowledge of all applicable building code requirements.

Continue on the attached Sign Permit Plan Form.

