

SIGN PERMIT APPLICATION

Applicant¹

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Applicant's Signature: _____ Date: _____

Property Owner

Name: _____ Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Sign Contractor

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Proposal Information²

Address (or location description): _____

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing conditions or proffers): _____

Property Doing Business As: _____

Overlay District:

- Historic (requires Architectural Review Board review and approval)
- Entrance Corridor (requires Planning Commission review and approval)
- None (requires Planning and Development Department review and approval only)

1. *Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.*
2. *Any application deemed incomplete by staff will not be accepted.*

Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	_____	_____	_____	_____
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet _____

Street Frontage (width) of building in feet _____

Are other signs currently displayed on the same building? Yes No

If "Yes", please provide the size of each existing building sign that is to remain.

Width _____ Height _____

Width _____ Height _____

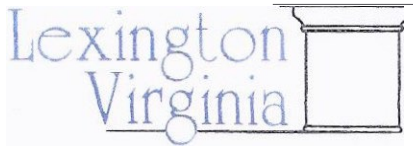
If a projecting sign, clearance from sidewalk: _____ feet

What materials will be used? _____

Will the sign be illuminated? Yes No

Please attach a sketch of sign(s) and samples showing the following:

- Dimensions of sign
- Lettering style and size
- How colors will be used
- Photo showing building and adjoining structures
- Exact wording layout of sign
- Paint samples
- Style of bracket, stand, and/or awning



THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fee: \$60 Amount Paid: Case Number:

Date Received: Received By:

Staff Review (non-Entrance Corridor or Historic District signs)

- Approved
Denied

Comments:

Planning and Development Director Date

Action by Planning Commission (Entrance Corridor Signs)

- Approved
Denied

Comments:

Chairperson, Planning Commission Date

Action by Architectural Review Board (Historic District Signs)

- Approved
Denied

Comments:

Chairperson, Architectural Review Board Date