

**Sign Permit Application**

Street Address \_\_\_\_\_

Sign Location \_\_\_\_\_ Inside City Limits \_\_\_\_\_ Extraterritorial Limits

Name of Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Address of Owner \_\_\_\_\_

Zoning of Property \_\_\_\_\_ Corner Lot \_\_\_\_\_ Yes \_\_\_\_\_ No

Tenant \_\_\_\_\_ Sign Requested will be Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Time Length for use of Temporary Sign \_\_\_\_\_

Person or Firm Erecting Sign

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant must provide the following to be submitted with application. Incomplete applications will not be processed.

1. A scale drawing of the proposed sign showing size, square footage, letter size, style and colors.
2. For signs attached to a building include a facade drawing showing the proposed sign in place. Include notations about existing signs and signs to be removed.
3. Give detailed description of the materials used to construct and mount the sign.
4. Will the sign have electrical service? Yes \_\_\_\_\_ No \_\_\_\_\_ For signs requiring electrical connection an electrical permit must be issued with this permit. Is the sign approved by UL or similar testing agency? Yes \_\_\_\_\_ No \_\_\_\_\_
5. For installation of free standing signs include a site plan showing the sign in relation to all abutting streets, property lines and the building. Include the site plan as an attachment.

**This Block for Town Use Only**

Number of Signs \_\_\_\_\_ Fee \_\_\_\_\_

**Approvals**

Date \_\_\_\_\_

Zoning \_\_\_\_\_

Inspections \_\_\_\_\_

All fees for sign permits are set forth  
In the approved fee schedule

Signs will be inspected to insure compliance with the application as approved. Any variation of sign as approved will require a new application.

I hereby agree to conform to the regulations of the Sign Ordinance, and understand that issuance of a permit does not constitute permission to disregard or change any part of this ordinance.

\_\_\_\_\_  
Signature of Owner of Authorized Agent

\_\_\_\_\_  
Date