

## SIGN PERMIT APPLICATION

### Applicant<sup>1</sup>

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 Information<sup>2</sup>

Address (or location description): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Deed Book and Page #: \_\_\_\_\_

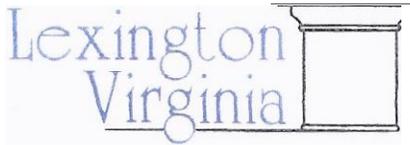
Acreage: \_\_\_\_\_ Zoning (attach any existing conditions or proffers): \_\_\_\_\_

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: \$50** 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