RECEIVED: _____________  
BY: _________________  
FEE PAID: _______________  

SIGN PERMIT APPLICATION  
($25.00 per sign)  

ISSUE DATE: _______________  
PERMIT #: _______________ S  

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

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

<table>
<thead>
<tr>
<th>NEW</th>
<th>RELOCATION</th>
<th>REPLACEMENT</th>
<th>AFFIXED</th>
<th>HANGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECTING</td>
<td>AWNING</td>
<td>WINDOW</td>
<td>MARQUEE</td>
<td>FREESTANDING</td>
</tr>
<tr>
<td>POLE</td>
<td>MONUMENT</td>
<td>POST &amp; ARM</td>
<td>ROOF</td>
<td>DIRECTORY</td>
</tr>
<tr>
<td>ILLUMINATED (INTERNAL)</td>
<td>ILLUMINATED (EXTERNAL)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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  
(If owner/applicant are not the same – then written permission of owner is also required)

CONDITIONS: ____________________________________________________________

________________________________________  
SIGNATURE OF OWNER OR APPLICANT/DATE  
(If owner/applicant are not the same – then written permission of owner is also required)

________________________________________  
LAND USE OFFICE/APPROVAL DATE

Revised October 2015