

SIGN PERMIT APPLICATION

NOTE: This application shall not be altered by an applicant except that additional sheets may be attached where there is insufficient space provided to complete the required information. Additional supporting material may accompany the application at the applicants discretion. No section of the application can be waived without written justification, and such justification is deemed sufficient to warrant a waiver by the Department of Public Works.

PLEASE TYPE OR PRINT NEATLY

APPLICANT'S NAME: _____ DATE: ____/____/____

ADDRESS: _____ PHONE:(____)_____

CITY: _____ STATE: _____ ZIP: _____

STATUS OF APPLICANT: _____
(Owner, renter, potential owner, etc.)

OWNER (If not applicant): _____

ADDRESS: _____ PHONE:(____)_____

CITY: _____ STATE: _____ ZIP: _____

NOTE: If the property owner(s) is (are) not the applicant(s), a notarized statement signed by the owner(s) which states that they have no objection to the proposed sign shall be attached to this application.

LOCATION OF SIGN(S) _____
(Address)

	SIGN #1	SIGN #2	SIGN #3	SIGN #4
TYPE OF SIGN: (flat wall, freestanding, marquee, portable, projecting wall, awning, banner, under canopy)	_____	_____	_____	_____
SIGN FACE WIDTH:(ft.)	_____	_____	_____	_____
SIGN FACE HEIGHT:(ft.)	_____	_____	_____	_____

	SIGN #1	SIGN #2	SIGN #3	SIGN #4
SIDE SETBACK:(ft.)	_____	_____	_____	_____
REAR SETBACK:(ft.)	_____	_____	_____	_____
FRONT SETBACK:(ft.)	_____	_____	_____	_____
HEIGHT OF SIGN:(ft.)	_____	_____	_____	_____
SIGN CLEARANCE:(ft.)	_____	_____	_____	_____
ILLUMINATED:(Yes/No)	_____	_____	_____	_____

CONTRACTOR'S NAME: _____

ADDRESS: _____ PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

STATE ELECTRICAL PERMIT #: _____ ISSUED: ___/___/___

ATTACH A DIMENSIONED DRAWING OF THE SIGN FACE.

APPLICANT'S SIGNATURE: _____ DATE: ___/___/___

PROPERTY OWNER'S SIGNATURE: _____ DATE: ___/___/___

FOR DEPARTMENT USE ONLY

APPLICATION FEE:\$20.00 PAID: ___/___/___ FEE RECEIPT #: _____

LEGAL DESCRIPTION OF PROPERTY: _____

ZONING DISTRICT: _____

RECEIVED BY: _____ DATE: ___/___/___

ISSUED PERMIT #: _____ DATE: ___/___/___

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PLEASE ATTACH A PLOT PLAN SHOWING ALL PROPERTY LINES, SIDEWALKS, STREETS, ALLEYS, EASEMENTS, AND IMPROVEMENTS. ALSO, SKETCH AND LABEL ALL PROPOSED SIGNS.