



SIGN PERMIT APPLICATION

\$60 Permit Application Fee, Due Upon Submission
 (\$20 Resubmission Fee, Due Upon Resubmission)

Property Address (where sign is to be installed):

Block:	Lot:	Qualifier:
Property Owner Name:	Property Owner Phone:	
Property Owner Email:		
Tenant (Business) Name:	Contractor Name:	
Tenant Phone:	Contractor Phone:	
Tenant Email:	Contractor Email:	

REQUIRED: Email where approval is to be sent:

REQUIRED: Proposed signage requested:

For A Proposed Building (Façade) Sign

Sign Area (in square feet):	Total Façade Area (in square feet):
Sign Height (in feet):	Sign Width (in feet):

For A Proposed Freestanding Sign

Sign Area (in square feet):	Height of Structure (in feet):
Front Setback from ROW (in feet):	Side/Secondary Front Setback (in feet):

Signature of Applicant

REQUIRED: Two copies of a rendering of the proposed signage must be submitted for all signage types. Freestanding sign permit applications must also include a **to-scale location plan** (on a property survey or site plan that shows the location of the right-of-way) indicating precisely where the sign is to be installed and what the proposed setbacks from the right-of-way and nearest side property line are (which should match setbacks above).

Note: Check with Construction Department for Construction Permit application requirements and procedures.

ZONING OFFICE USE ONLY			
Date Paid:	Cash/Check #:	Collected by:	
APPROVED or DENIED	Date of Action:	Article: XV	Section:
<input type="checkbox"/> Property taxes are current	<input type="checkbox"/> Property taxes are not current		

Signature of Tax Collector