

Application for Sign Permit

Name of Applicant: _____

Name of Business: _____

Contact Person for Construction/erection of sign: _____ Ph. # _____

Date application received by City: _____

Street address Where sign will be located: _____

Will this sign replace any additional signs? _____

What signs do you currently have? _____

Type of Sign:

- Sign for church, school, public institution
- Sign for sale of commercial/industrial property
- On property free-standing commercial
- On premises roof top sign
- Projecting into right of way

- Sign for subdivision/development
- Sign providing public service information
- On premises, flush mounted sign
- Off premise sign—answer the following:
 - Do you have any now? _____
 - Where are they? _____
 - How many? _____

Construction Type:

- Wood based (frame, surface, supports)
- Metal pole based
- Illuminated from within signage
- Illuminated by ground based lights
- Strobe lighting or audible sounds used

Size of Sign:

- Overall height _____
- Overall square footage of advertising area _____

Installation:

- Permanent installation using foundation
- Permanent installation using posts and concrete
- Installation to occur by professional sign company

Pursuant to City Ordinance, all applications for sign permits shall be reviewed and decision made within ten days of receipt. Applicant will have to pay \$15.00 upon approval and expiration of expiration of appeal period.

DO NOT INSTALL YOUR SIGN UNTIL YOU HAVE AN APPROVED SIGN PERMIT FROM THE CITY

Please provide a description of the sign:

Please provide a sketch, drawing, and/or plan specifications for the sign:
(if a professional sign company is being used, attach a copy of their design drawings)

Please provide a sketch, with measurements in feet, of the location where the sign will be placed—include locations of other signs (yours and adjacent property owners), rights of way, and easements. If in a residential neighborhood/zone, note locations of all houses.