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 subdivision/development
- Sign for sale of commercial/industrial property
- 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)
- Overall height ______________________
- Metal pole based
- Overall square footage of illuminated from within signage advertising area _______________________
- Illuminated by ground based lights
- Strobe lighting or audible sounds used
- 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 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.