Planning & Zoning

SIGN PERMIT APPLICATION

Fees are non-refundable.

Requirements for Submittal: Ensure all requirements are included. *Incomplete applications will not be put on hold. Incomplete and partial applications will be returned to the applicant.*

Owner/Applicant Information

Owner: _____ Contractor: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

Project Location

Name of Applicant *(if different than owner)*: _____ Phone: ( ) _____-_____

Project Address *(if different than owner address):* _____

Email: _____

Primary Contact: _____

Email: _____

PARCEL NUMBER: _____

Project Info

Number of Signs: _____ Dimensions: _____

Materials Used: _____

Sign message: _____

Site Plan: _____

Sign Activity *(please check)*

☐ New Sign: Value: _____

☐ Replace Sign Value: _____

☐ Other Value: _____

Proposed Signs Description:
Please provide a scaled drawing of the proposed sign and a site plan showing the sign's location on the property. Include street frontage, distance of sign from street, location of sign on the building, etc.

Application is submitted on the _____ day of _____, 20____

Sign permit is approved on the _____day of _____, 20____

Owner Signature: _____

Clerk Signature: _____