

# SIGN PERMIT

Fee Due: \$25.00

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS STREET ADDRESS: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

MAP & TAX LOT #: 14-12- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BUSINESS OWNER'S NAME: \_\_\_\_\_

ZONE: \_\_\_\_\_

NAME AND ADDRESS OF PERSON OR FIRM MAKING/INSTALLING PROPOSED SIGN:

SIGN CO. NAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_

**IF BUSINESS IS RENTING OR LEASING SPACE - NAME OF OWNER OF PROPERTY WHERE SIGN IS PROPOSED TO BE PLACED:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

**"AS PROPERTY OWNER I HEREBY GIVE CONSENT TO HAVE PROPOSED SIGN PLACED ON MY PROPERTY":**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## DESCRIPTION OF PROPOSED SIGN(S)

*Use additional sheets if necessary to declare and describe all PROPOSED signs*

MATERIALS TO BE USED: \_\_\_\_\_

SIGN DIMENSIONS: HEIGHT \_\_\_\_\_ FT. WIDTH \_\_\_\_\_ FT. AREA \_\_\_\_\_ SQ. FT.

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ARE ANY PROPOSED SIGNS ILLUMINATED?  YES\*  NO

\*IF "YES": IS SIGN APPROVED BY UNDERWRITERS LABORATORY?  YES  NO

DO ANY PROPOSED SIGNS HAVE:

MOVING PARTS, BLINK, FLASH, SWING OR REVOLVE, OR INCLUDE STRINGS OF LIGHTS OR PENNANTS?  YES  NO

ARE ANY PROPOSED SIGNS FREE-STANDING?  YES\*  NO

\*IF "YES": ANSWER FOLLOWING QUESTIONS AND **ATTACH A DRAWING** SHOWING CONSTRUCTION DETAILS

HEIGHT OF TOP OF SIGN ABOVE GRADE: \_\_\_\_\_ FT.

HEIGHT OF TOP OF SIGN ABOVE ROAD: \_\_\_\_\_ FT.

CLEARANCE, IF OVER DRIVEWAY OR PARKING LOT: \_\_\_\_\_ FT.

DISTANCE FROM PROPERTY LINE TO NEAREST EDGE OR FACE OF SIGN: \_\_\_\_\_ FT.

IS SIGN ATTACHED TO BUILDING?  YES\*  NO

\*IF "YES": CHECK A, B, C, OR D, ANSWER INDICATED QUESTIONS, AND **ATTACH A DRAWING** SHOWING CONSTRUCTION/ATTACHMENT DETAILS

A. SIGN WILL BE ATTACHED TO PITCHED ROOF.

TOP OF SIGN WILL EXTEND ABOVE RIDGE OR HIGHEST EDGE OF ROOF?  YES  NO

B. SIGN WILL BE ATTACHED TO FLAT ROOF. HEIGHT OF TOP OF SIGN ABOVE GRADE: \_\_\_\_\_ FT.

HEIGHT OF ROOF ABOVE GRADE: \_\_\_\_\_ FT.

C. SIGN WILL BE ATTACHED TO MARQUEE, AWNING, OR CANOPY. CLEARANCE ABOVE GRADE: \_\_\_\_\_ FT.

D. SIGN WILL BE ATTACHED TO OTHER STRUCTURE (SPECIFY): \_\_\_\_\_

## EXISTING SIGNS

*Use additional sheets if necessary to declare and describe all EXISTING signs*

ARE THERE ANY SIGNS PRESENTLY ON THE PREMISES?  YES\*  NO

\*IF "YES", DESCRIBE EACH EXISTING SIGN:

(1) MESSAGE: \_\_\_\_\_ FREE-STANDING?  YES  NO\*

\*IF "NO", INDICATE WHERE ATTACHED: \_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ FT. WIDTH \_\_\_\_\_ FT. AREA \_\_\_\_\_ SQ. FT.

(2) MESSAGE: \_\_\_\_\_ FREE-STANDING?  YES  NO\*

\*IF "NO", INDICATE WHERE ATTACHED: \_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ FT. WIDTH \_\_\_\_\_ FT. AREA \_\_\_\_\_ SQ. FT.

(3) MESSAGE: \_\_\_\_\_ FREE-STANDING?  YES  NO\*

\*IF "NO", INDICATE WHERE ATTACHED: \_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ FT. WIDTH \_\_\_\_\_ FT. AREA \_\_\_\_\_ SQ. FT.

## PLOT PLAN

- ◆ **ATTACH A PLOT PLAN** SHOWING THE FOLLOWING INFORMATION:
  - ◇ LOT DIMENSIONS, STREETS, LOCATION OF BUILDING(S), LOCATION OF EXISTING FREE-STANDING SIGNS.
  - ◇ SHOW LOCATION ON THE PLOT PLAN OF ANY PROPOSED FREE-STANDING SIGN(S).
- ◆ **ATTACH A DRAWING** OF PROPOSED SIGN(S) SHOWING MESSAGE, STYLE, DIMENSIONS, ETC.

## STATEMENT OF UNDERSTANDING

**"I UNDERSTAND THAT PERMITS ARE LICENSES. ALL RIGHTS AND PRIVILEGES ACQUIRED UNDER THE PROVISIONS OF CHAPTER 9.44 OF THE CITY CODE ARE MERE LICENSES AND, AS SUCH, ARE AT ANY TIME REVOCABLE FOR JUST CAUSE BY THE CITY. ALL PERMITS ISSUED PURSUANT TO CHAPTER 9.44 ARE HEREBY SUBJECT TO THIS PROVISION. I UNDERSTAND THAT THESE, AND ANY FUTURE SIGNS, ARE SUBJECT TO REVIEW BY THE CITY AND ARE TO BE DECLARED AND PERMITTED PRIOR TO PLACEMENT. I UNDERSTAND THAT OBSOLETE SIGNS MUST BE REMOVED WITHIN THIRTY (30) DAYS AFTER THEY ARE NO LONGER USED FOR THEIR DESIGNATED, PERMITTED PURPOSE."**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### OFFICE USE

STREET NAMES:	STREET DIMENSIONS:	AREA OF SIGNAGE ALLOWED:	TOTAL AREA OF SIGNAGE ALLOWED:
FRONT: _____	_____ FT.	_____ SQ.FT.	_____ SQ.FT.
SIDE: _____	_____ FT.	_____ SQ.FT.	

AREA OF EXISTING SIGNS FOR EACH BUSINESS / BY NAME:	TOTAL AREA OF <b>EXISTING</b> SIGNS:	TOTAL AREA OF <b>PROPOSED</b> SIGNS:	TOTAL COMBINED AREA OF ALL EXISTING & PROPOSED SIGNAGE:
_____ SQ.FT. / _____	_____ SQ.FT.	_____ SQ.FT.	_____ SQ.FT.
_____ SQ.FT. / _____			
_____ SQ.FT. / _____			

APPROVED
  APPROVED, WITH CONDITION(S): \_\_\_\_\_  
 DENIED
  OTHER: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Planner

\_\_\_\_\_  
Date