



SIGN PERMIT APPLICATION

City Provided Permit #

Date: _____

Address of Request:

Tax Map # _____ Current Zoning: _____

Is this site located within the boundaries of the historic district? _____

Currently a conforming use? _____

Any conditions of zoning, CUP's, etc.? _____

Description of Work

Square footage of construction: _____ Cost of project: _____

Contractor Information

Name: _____

Address: _____

License #: _____

E-mail address: _____

Phone number: _____

Property owner information

Property owner (please print): _____

Signature of property owner: _____



Applicant Information Required at Time of Submittal

Sign Type	# of Signs	Dimensions	Sq. Footage	Frontage	Height
Primary Freestanding					
Secondary Freestanding					
Wall					
Directional					
Temporary					
Special Events					
Other					

- **Conceptual drawing (*Colored and scaled*)**
- **Color picture of building with location of proposed signage**
- **Site plan with proposed signage**
- **Mounting detail drawing**
- **Authorization letter from property owner/lessee (if different from building owner)**
- **If business is located in Historic District, please attached COA**
- **Copy of sign company’s business license**

CITY STAFF ONLY

Permit Issued By: _____

Date: _____ Total Fee: _____

