

**SIGN/ZONING APPLICATION**

**Permit**

Property description (address) for application \_\_\_\_\_

General information

Applicant \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record (attach affidavit if not applicant)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_

Applicant's agent(s)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_

Property information

Zoning District \_\_\_\_\_ Current Land Use \_\_\_\_\_

Tax Map Page # \_\_\_\_\_ Lot # \_\_\_\_\_

Note: All applications are required to submit a sign plan which includes the following information: size, location, street frontage and setbacks from ROW and property lines, location and size of existing signs and other information which may be necessary to demonstrate compliance.

**COMPLETE FOR PERMANENT FREE-STANDING SIGN IN COMMERCIAL & INDUSTRIAL DISTRICTS:**

Application: Alteration or replacement ( ) New Addition ( )

If addition to existing sign, area of existing sign: \_\_\_\_\_ square feet.

Will the proposed free-standing sign be the only sign on this lot? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain

\_\_\_\_\_ Feet of frontage x 0.3 (30%) = \_\_\_\_\_ square feet (maximum sign area)

Size of proposed sign \_\_\_\_\_ distance from lot lines \_\_\_\_\_ height of proposed sign \_\_\_\_\_

Landscaping shall be shown on a site plan and the following planting schedule completed:

	Number	Plant & Description	Size
Example	36	Cedar Hedge	5'

Landscaping will be completed by (date) \_\_\_\_\_

**COMPLETE FOR PROJECTING SIGN (INSTEAD OF A WALL SIGN):**

Application: Alteration or replacement ( ) New Addition ( ). If addition to existing sign, area of existing sign: \_\_\_\_\_ square feet \_\_\_\_\_. Height x \_\_\_\_\_ width = \_\_\_\_\_ square feet area \_\_\_\_\_ height above ground level.

**COMPLETE FOR A WALL SIGN:**

Application: Alteration or replacement ( ) New Addition ( ). If addition to existing sign, area of existing \_\_\_\_\_ square feet. Will the proposed wall sign be the only one on this lot Yes ( ) No ( )

If no, explain \_\_\_\_\_  
\_\_\_\_\_

Facade area (calculation):

Length of façade facing street (or entrance) \_\_\_\_\_ feet x 15 feet = \_\_\_\_\_ square feet (façade area.)

Maximum size of wall sign allowed:

Façade \_\_\_\_\_ square feet x .05 (5%) = \_\_\_\_\_ square feet (or 20 square feet, whichever is greater).

Width \_\_\_\_\_ feet x length \_\_\_\_\_ feet = \_\_\_\_\_ square feet, area of proposed sign.

Type of illumination: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_ (Attach plans if lighted. Illuminated signs are not allowed in residential districts).

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I hereby certify that the information supplied in this application is true and correct and the sign applied for will comply with all provisions of the land use code.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Land Owner (if different) Date

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**Staff Action**

Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Other Approvals \_\_\_\_\_

Conditions if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

<b>Fee Amount:</b>  <b>\$45.00</b>
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<b>Fee verified</b>  _____
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