



SIGN PERMIT APPLICATION CLASS I

Date of Application _____ File # _____

Site Address _____ Business Name _____

APPLICANT:

NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

PROPERTY OWNER:

NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGN TYPES

- | | |
|---|---|
| <input type="checkbox"/> Flat Affixed | <input type="checkbox"/> Directional |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Sandwich Board |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Freestanding |
| <input type="checkbox"/> Awning/Canopy – Existing Sq. Ft. _____ | Proposed Sq. Ft. _____ |

EXISTING SIGNS:

Type _____ Sq. Ft. _____

PROPOSED SIGNS:

Type _____ Sq. Ft. _____

BUILDING TYPE:

- | | |
|--|---|
| <input type="checkbox"/> Single Business | <input type="checkbox"/> Multi-Business |
|--|---|

Indirect Lighting: Yes _____ No _____

Material:

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Other (please describe) _____ | |

Square Footage of Building Façade _____

Total Square Footage Allowed _____ (the total allowable sign area per building shall be the larger of twenty (20) square feet or seven (7) percent of any façade)

PLANS AND DRAWINGS ON AN 8 1/2" X 11" SHEET MUST BE SUBMITTED TO THE PLANNING DEPARTMENT AS FOLLOWS:

1. A drawing of the sign showing dimensions, total square footage, lettering and design features with color samples
2. A scaled drawing of the main façade of the building depicting all existing signs and area upon which the proposed sign would be placed
3. A scaled site plan showing the location of a proposed freestanding sign or sandwich board

Applicant Signature _____ Date _____

OFFICE USE ONLY

Fee Paid _____ Date _____

Approved _____

Planning Director