

SIGN PERMIT APPLICATION

Accepted by _____ Fee \$ _____ Receipt # _____ Date received _____ Permit # _____

Other permits this project requires: Variance _____ Zoning _____ Engineering _____

Pursuant to policy of the Board of Aldermen, permits cannot be accepted on tax delinquent property, applications affecting property with zoning violations or other violations of the city may be rejected.

To be Completed by the Applicant

1) Name of the project _____

2) Parcel number _____

3) General project location _____

4) Applicant _____

5) Telephone _____

6) Address _____

City State

7) Contractor's name _____

8) Telephone _____

9) Address _____

City State

10) Signage proposed:

Type: Freestanding _____ Building _____ Directional _____ Other _____

Size (sq. ft.) _____ Height _____

Location(s) _____

Linear frontage of parcel _____ Linear frontage of building _____

Signature of Property Owner

Date

Signature of Applicant

Date

--Office Use Only--

Application: Approved _____ Denied _____ Planner's Initials: _____ Date: _____

Approved Sign Size: Dimensions _____ Square Feet _____ Approved Sign Height: _____

Remarks: _____

Minimum Submittal Requirements:

- Two (2) dimension drawings of proposed sign with material specifications identified.
- Completed Permit Application Worksheet – See attached Ordinance for further instructions. Please be sure that the same format is used on the sample plot map for wall and ground signs.