

Sign Permit Application

Applicant Information						
Applicant Name (Organization or Entity)		Authorized Representative		Title		
Mailing Address		City		State	Zip Code	
E-mail		Phone		Fax		
Landowner Information (if different than Applicant)						
Name (Organization or Entity)		Contact Person		Title		
Mailing Address		City		State	Zip Code	
E-mail		Phone		Fax		
Project or Site Location						
Site Address / Location:		Location ID(s):		Plat / CSM / Lot No.:		
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section:		Township: N	Range: E	
Legal Description:						
Current Zoning:			Current Use(s):			
Lot Dimensions: Front:		Side:	Rear:	Side:	Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet	
Project Information						
<input type="checkbox"/> Permanent		<input type="checkbox"/> Free-standing		<input type="checkbox"/> Dimensions of Sign:		
<input type="checkbox"/> Temporary (# Days: _____)		<input type="checkbox"/> Wall-Mounted		<input type="checkbox"/> Total Area: _____ sq ft		
Display: _____ to _____		Length: _____ ft		<input type="checkbox"/> Total Height: _____ ft		
		Width: _____ ft		<input type="checkbox"/> Under Clearance (grade to sign): _____ ft		
Estimated Cost: \$ _____				<input type="checkbox"/> Setback to Property Line: _____ ft		
				<input type="checkbox"/> Setback to Driveway: _____ ft		
Project Plans						
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Elevations/Renderings		<input type="checkbox"/> Sign Drawings		
Fees						
<input type="checkbox"/> Permanent Sign - \$100.00		<input type="checkbox"/> Temporary Sign - \$50.00		<input type="checkbox"/> Temporary Sign Deposit - \$100.00		
Certification & Permission						
<p>Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all provisions of the ordinances and/or permit may result in notices, fines/forfeitures, stop work orders, permit revocation, and cease & desist orders.</p> <p>Permission: As the landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.</p>						
Applicant Signature				Date		
Landowner Signature (required)				Date		
OFFICE USE ONLY				Inspections:		
Date Complete Application Received:	Fee Received:	\$ _____	Date Approved:	Lot Line	Driveway	
	Receipt No.:	_____		Front:	_____	_____
	Permit No.:	_____		Side:	_____	_____
				Rear:	_____	_____
			Side:	_____	_____	
			Height:	_____	_____	
				Date Viewed: _____		