

PURPOSE OF A SIGN PERMIT

A sign permit is required to ensure that signage meets applicable regulations of the zoning code. Every sign, temporary or permanent, requires a permit which must be obtained before any work begins.

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan Showing Placement. Includes landscaping plan for all freestanding signs	<input type="checkbox"/> Sign Rendering (Showing Color, materials and other details)
Application Fee: \$50		Link to payment portal - https://swipesimple.com/links/lnk_b5f8e6e9

APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
Company Name:		
Contact Person First Last Name:		
Mailing Address:		
Phone Number:	Email:	
PROPERTY OWNER INFORMATION		
First Last Name:		
Mailing Address:		
Phone Number:	Email:	

PROJECT LOCATION	Address Assignment Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street Address:	Parcel ID Number:		
Zoning District:	Current Use:		

ACTIVE CODE COMPLIANCE CASE		
Is there an active code compliance case on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: Is this application related to the code violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLANNING COMMISSION, BOARD OF ZONING APPEALS, CITY COMMISSION	
Is this application associated with any past or future action by a board or commission? Some examples – a variance, a Special Use Permit, a recent rezoning, etc. Please describe.	

HISTORICAL RESOURCE INFORMATION		
Does the project contain a designated historic resource or is it located within a designated historic district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPOSED SIGN DIMENSIONS			
(fields not required if a dimensioned rendering is submitted in feet by a professional sign maker, designer or architect)			
Width of Sign Face	Height of Sign Face	Depth of Fascia Sign	Total Area
ft	ft	in	sq ft
PROJECT INFORMATION – Attach additional page(s) if necessary.			
Briefly describe the nature of the project:			
Estimated Project Cost:			
Start Date:		End Date:	

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title