

SIGN PERMIT APPLICATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sign Location: \_\_\_\_\_  
\_\_\_\_\_

Type of Sign:        Temporary ( )        Permanent ( )

If temporary, date to be displayed: \_\_\_\_\_ Removed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**All Sign Applications Must be Accompanied by:**

1. A working drawing, depicting the proposed sign or awning, including colors. A plan drawing showing fonts and sizes of letters and specifications for the sign, including material to be used, details of construction and method of attachment of sign to the building or the ground. All lettering shall be proportioned in size to the size of the sign erected, except in the case of window and entry door signs, whose letters shall not, under any circumstances, exceed five (5) inches in height. No neon, dayglow or similar tint will be permitted on any sign, nor shall a sign be permitted to display colors that may be confusing to emergency equipment operators. Company logos may be used provided the Zoning Administrator determines their use is acceptable according to the Town's ordinances. Similar information, as appropriate, is submitted with awning permit applications.
2. Written consent of the owner of the building, structure or land to which, or on which, the sign is to be erected.
3. An illustration of the proposed sign and a colored photograph(s) of the area and, if applicable, the building façade upon which the proposed sign is to be erected shall be submitted with each sign application, showing in detail the physical conditions within the sign area, as well as the facades of adjoining buildings.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Schedule:**

- \$10.00 for wall signs Five (5) square feet or less.
- \$25.00 per wall or ground sign over Five (5) square feet
- \$10.00 per sign for structural repair.
- \$25.00 per awning or canopy