



**PROPOSED SIGN DESCRIPTION**

**Type of Sign:** *(check all that apply)*

- New Sign     
  Reface/Modification of Existing Sign     
  Wall Sign     
  Projecting Sign     
  Freestanding Sign  
 Window Sign     
  Internal Illumination     
  External Illumination     
  No Illumination

**Area of Sign:** *(list each proposed sign separately)*

$$\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$$

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**For monument sign proposals:**

Height of sign above ground level: \_\_\_\_\_ feet \_\_\_\_\_ inches

**For projecting sign proposals:**

Clearance below sign\*: \_\_\_\_\_ feet \_\_\_\_\_ inches

\*All projecting signs must maintain a clearance of eight feet above sidewalks and walkways, and fifteen feet above vehicular ways.

**APPLICATION CHECKLIST**

The completed sign application **must** be accompanied by the following information. Please check the appropriate box to verify that the information as described is attached:

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site plan</b> showing the location of the affected lot, buildings, and signs, showing both and existing proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Scale drawing of the proposed sign or sign revision</b> , including size, height, copy, material specifications, method of attachment, illumination, and other technical details as may be required by the Planning and Building Departments.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Scale drawing of the wall plane proposed for signage</b> (not required for proposals which do not include wall mounted signs).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Written consent from the owner of the building, structure or property on which the sign is to be located.</b>
<input type="checkbox"/>	<input type="checkbox"/>	The appropriate <b>sign permit fees</b> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building permit application and fees</b> (if applicable).