



"THE MARITIME CITY"

OFFICE USE ONLY

CASE NO.: _____
 DATE RECEIVED: _____
 BY: _____
 APPROVED DENIED

 SIGN CODE ADMINISTRATOR DATE

SIGN PERMIT APPLICATION

Name of Business:	
Applicant:	
Address:	City/State/Zip:
Phone:	Email:
Property Owner:	
Address:	City/State/Zip:
Phone:	Email:

I (we) do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Applicant Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____

PROPERTY LOCATION

Property Address:	
City/State/Zip:	Zoning Designation:

SIGN MANUFACTURER OR CONTRACTOR

Company Name:	Representative:
Street Address:	City/State/Zip:
Phone:	Email:

SITE INFORMATION

Is the building occupied by more than one tenant? Yes No
 If yes, is signage regulated by a master sign plan? Yes No

What is the total area of the wall plane on which signage is proposed to be placed? _____

Please indicate the total square footage* of any existing signage on the wall plane proposed as follows:

Wall Signs: _____ Window Signs: _____ Projecting Signs: _____
(signs perpendicular to or projecting more than one foot from the wall)

Are there any existing monument or free-standing signs on the premises? Yes No

Will the sign be visible from SR-16? Yes No

*Square footage is determined by calculating the area of the smallest parallelogram (rectangle, square, etc.), circle or triangle that the full text of the sign will fit within, including spaces between lines, letters and words.

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)*

_____ X _____ = _____
 height width area

_____ X _____ = _____
 height width area

_____ X _____ = _____
 height width area

_____ X _____ = _____
 height width area

_____ X _____ = _____
 height width area

_____ X _____ = _____
 height width area

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"/>	Two copies of a site plan showing the location of the affected lot, buildings, and signs, showing both and existing proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of a scale drawing of the proposed sign or sign revision , 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"/>	Two copies of scale drawing of the wall plane proposed for signage (not required for proposals which do not include wall mounted signs).
<input type="checkbox"/>	<input type="checkbox"/>	Written consent from the owner of the building, structure or property on which the sign is to be located.
<input type="checkbox"/>	<input type="checkbox"/>	The appropriate sign permit fees .
<input type="checkbox"/>	<input type="checkbox"/>	Building permit application and fees (if applicable).