



"THE MARITIME CITY"

OFFICE USE ONLY

CASE NO.: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 APPROVED  DENIED

\_\_\_\_\_  
 SIGN CODE ADMINISTRATOR

\_\_\_\_\_  
 DATE

**SIGN PERMIT APPLICATION**

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

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**

<b>PROPERTY LOCATION</b>	
<b>Property Address:</b>	
<b>City/State/Zip:</b>	<b>Zoning Designation:</b>

<b>SIGN MANUFACTURER OR CONTRACTOR</b>	
<b>Company Name:</b>	<b>Representative:</b>
<b>Street Address:</b>	<b>City/State/Zip:</b>
<b>Phone:</b>	<b>Email:</b>

<p><b>SITE INFORMATION</b></p> <p><b>Is the building occupied by more than one tenant?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, is signage regulated by a master sign plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>What is the total area of the wall plane on which signage is proposed to be placed?</b> _____</p> <p><b>Please indicate the total square footage* of any existing signage on the wall plane proposed as follows:</b></p> <p>Wall Signs: _____ Window Signs: _____ Projecting Signs: _____  <i>(signs perpendicular to or projecting more than one foot from the wall)</i></p> <p><b>Are there any existing monument or free-standing signs on the premises?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will the sign be visible from SR-16?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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\*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"/>	<b>Two copies of a 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>Two copies of a 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>Two copies of 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).