

Sign Permit Application

Applications will not be processed until all application fees have been submitted.

SIGN APPLICATION FEES

Application Fee: \$15.00

Fee Paid Receipt # _____

SIGN REVIEW

Building Official

Historic District Commission

Zoning District:

- | | | |
|--|---|---|
| <input type="checkbox"/> Business General | <input type="checkbox"/> Residential General | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Business Historic | <input type="checkbox"/> Residential Conservation | <input type="checkbox"/> Industrial Light |
| | <input type="checkbox"/> Residential Low Density | <input type="checkbox"/> Waterfront |

BH District (Please refer to the regulations for signage within the Business Historic District.)

DEPENDING ON WHICH ZONING DISTRICT YOUR PROPERTY IS LOCATED IN, THERE ARE UNIQUE SIGN STANDARDS WHICH YOU MUST ABIDE BY. PLEASE MAKE CERTAIN THAT YOUR PLANS ARE IN COMPLIANCE WITH THESE STANDARDS. IF YOU ARE NOT CERTAIN WHICH ZONING DISTRICT YOUR PROPERTY IS IN, AND/OR WHAT SIGN STANDARDS YOU MUST MEET, PLEASE CALL AND ASK OR COME BY CITY HALL AND REFER TO THE CITY ZONING CODE.

If you are altering an existing sign or proposing a new sign, you must submit this application and receive approval from the City prior to altering or erecting a sign.

Property Owner: Name _____
Phone & Fax _____
Mailing Address _____
Signature _____
Date _____

Business Owner: Name _____
Phone & Fax _____
Mailing Address _____
Who should we contact regarding this permit? _____

Business Location: Lot(s) _____
Block(s) _____
Subdivision _____
Street Address _____
Other _____

RC, RLD and RG Districts

Prohibited Signs. Off premises signs visible from a public right-of-way.

Allowed signage:

One (1) sign, not to exceed eight (8) square feet, to identify a home occupation.

Total sign area shall not exceed twelve (12) square feet, to identify a conditional use.

Total sign area shall not exceed twenty (20) square feet, to identify public and semi-private institutions, churches, and similar uses.

BG District

Allowed signage: total signage area shall not exceed one hundred sixty (160) square feet per business structure or property and may include:

Facade sign -- two (2) per business structure provided sign area does not exceed fifteen percent (15%) of wall area upon which sign is displayed.

Projecting sign -- one (1) per business structure provided each face does not exceed eight (8) square feet.

Freestanding sign -- one (1) per business property, area not to exceed sixty-four (64) square feet.

I District, Industrial Light and Waterfront Districts

Allowed signage: total signage area shall not exceed one hundred sixty (160) square feet per business property and may include: any permitted sign, provided that only one (1) free standing sign per business property is allowed, its sign area not to exceed sixty-four (64) square feet.



DESCRIPTION OF SIGN(S): (Identifying text)

Size of Sign: _____

Sign Material: _____

Font Type: _____ Font Size: _____

Sign Design Colors: _____

ACCURATE DRAWINGS OR PHOTOS REQUIRED:



TYPE OF SIGN(S): Façade Mounted Freestanding
 Projecting Roof Mounted
 Other _____

NOTE: Projecting signs may not project more than 2/3 the width of the sidewalk. When giving measurements of projecting sign include measurement of sidewalk and distance between sidewalk and the bottom edge of the sign.

ILLUMINATION: Internal External None



SIGN APPROVAL SUBMITTAL MUST INCLUDE:

- Plan View (Showing location of existing and proposed signs) (*Nothing larger than 11”X17” will be accepted*)
- Design or As-Built Drawings of Building showing dimensions (*Nothing larger than 11”X17” will be accepted*)
- Summary of Existing Signs (*Must include the following; may use separate paper to describe*)
 - ✓ Description of each sign
 - ✓ Size of each sign including total square footage
 - ✓ Type of each sign (façade; mounted or painted directly on building; projecting, freestanding, roof mounted)
 - ✓ Location of each sign



TOTAL SIZE OF EXISTING AND PROPOSED SIGNS ON PROPERTY:

| Total Area of Existing Sign(s) | Total Area of Proposed New Sign(s) | Total Area of ALL Signs | Total ALLOWABLE Area |
|--------------------------------|------------------------------------|-------------------------|----------------------|
| 1. | 1. | 1. | |
| 2. | 2. | 2. | |
| 3. | 3. | 3. | |
| 4. | 4. | 4. | |
| 5. | 5. | 5. | |
| Total: | Total: | Total: | Total: |

Property Owner/Business Owner/Agent Signature:

Date: