



Sign Permit Application

Office Use Only
Permit # _____
Authorized Signature: _____

Date: _____

Applicant Name: _____

Business Name: _____

Sign Company Name: _____

Project Address: _____

Applicant Phone #: _____ Applicant Mobile Phone#: _____

Email Address: _____

Type of Sign Proposed: (check one)

- Awning
 Ground
 Projecting
 Pylon
 Wall
 Temporary
 Political
 Directional
 Other

Proposed Sign:

**Plans must be submitted for all signs. The plans must be drawn to scale and show measurements and dimensions of the proposed sign.*

Square Footage of Sign per side: _____

Single Faced: _____ Double Faced: _____

Estimated Cost: \$ _____

Sign Material: _____ (metal, wood, plastic, other)

If Temporary Sign, list dates of display: _____

Size: Length: _____ Width : _____ Height : _____

Setbacks: From Right of Way: _____ From Building or Store Front: _____

Total Fee: _____ (\$30 plus \$1 per sq. ft per side)(Temp sign \$25; max 3 per yr)

Application must be filled out legibly, completely and accurately. All fees are due upon submittal of application. Application fees are NON-REFUNDABLE. ([Click here to pay online](#))

Application is hereby made for zoning certificate, and the statements herein are made a part thereof. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact or expression of fact, either with or without intention on the part of the applicant, such as might, or would, operate to cause the issuance of a permit in accordance with this application, shall constitute sufficient ground for the revocation such permit at any time. The applicant is responsible for Third party and/or in-house professional costs incurred by the City for legal and engineering services. The fee schedule for legal and engineering services is available upon request. (Ordinance 87-O-231, Effective 4/2/87) (Ordinance 87-0-272, Effective 11/21/87)

Applicant Signature: _____ Date: _____

Amount Paid: _____ Cash / Check # _____ Receipt # _____