

## SIGN APPLICATION

PROJECT NAME:

APPLICANT:

DATE:

### SIGN APPLICATION REQUIREMENTS

- Sign permit fee as established by the current fee schedule and signed fee agreement form.**
- Name, address, and telephone number of applicant**
- Written consent of the property owner**
- Location of the building, structure or lot where the sign is proposed or located**
- Legible site plan indicating the proposed location of the sign on the building and/or lot in relation to nearby buildings and other structures, dimensions showing setbacks to adjacent property lines and building, and site distance triangle.**
- A detailed drawing with the following information:**
  - Dimensions of the proposed sign, including the sign area (example 2 ft x 3 ft = 6 sq ft)
  - Type of material to be used for the proposed sign
  - Method of construction
  - What type of support will be used for the proposed sign
  - The weight of the proposed sign
  - The colors that will be used for the sign
  - The distance from doors, windows, fire escapes and driveways of the proposed sign structure
  - Certification by a structural engineer (for a freestanding or projecting signs)
- A graphic drawing or photograph of the sign copy**
- A description of the lighting to be used, if applicable**
- A written description of how the proposed sign meets the intent and purpose of the sign code**
- If the sign is to be located off the premises advertised, a written lease or permission from the property owner of the site on which the sign will be located**
- Zoning of the property**
- The applicant has the option of using the creative sign permit process if applicable.**

SIGN PERMIT REVIEW CRITERIA	STAFF COMMENTS
Description:	
1. Sign meets the requirements of Article VII, Land Use Code.	
2. Sign conforms to the requirements of the building and electrical code as adopted by the Town.	
3. Sign conforms to the size, height, material and location requirements of the Zoning Code for the zoning district in which it is located.	
4. Sign will not interfere with pedestrian or vehicular safety.	
5. Sign will not detract from the character of an architecturally significant or historic structure.	
6. Signs mounted on buildings are designed to complement the architecture rather than obscure it.	
7. Signs contributes to building the image of the community by conveying quality and distinctive character.	
8. Sign will not be located so as to have a negative impact on adjacent property	
9. Electrical signs must be approved by an independent testing laboratory.	
10. Sign will not detract from the pedestrian quality of street or area.	
11. Sign would not add to an over-proliferation of signs on a particular property or area.	