

Sign Application for Permanent and Temporary Signage

Office Use Only:

Agenda Item # _____

S.P.R.C. Date _____

S.P.R.C. Fee Paid _____

Check # _____

Permit Number _____

Receipt Number _____

Address of Proposed Sign Location _____

Property Owner Name _____

Address _____

Phone Number _____

Tenant or Sign Owner Name _____

Address _____

Phone Number _____

Sign Contractor or Business Name _____

Contact Name _____

Phone Number _____

Temporary Signage {4 week Maximum}

Sign Verbiage _____

Dimensions of Sign _____

Sign Type: Banner Sandwich Board Changeable Message

Other: _____

Copy of Artwork needs to accompany application.

Start Date _____ To _____ End Date _____

Refundable Deposit: \$250.00 Check # _____ Fee: \$30.00 for 4 Weeks

Written Landlord Approval: Yes _____ No _____ N/A _____

Permanent Signs

Is Sign Illuminated: Yes No

If Yes: Internally Externally

****Colored Drawings with Dimensions to scale are required****

Site Plan attached: Yes No Cost of Sign: \$ _____

Total Square feet of proposed signage: _____ sf. Height and Width: _____
Of Each Proposed Sign {Use additional sheets if necessary}

Sign Zone Classification: _____
{Different than Property Zoning}

Free Standing: Wall Mount: Electronic Message Center
 Letter of Understanding VOA Ordinance

Single Sided: Double Sided: Other: _____

Written Landlord Approval: Yes _____ No _____ N/A _____

S.P.R.C. Approval: Yes _____ Date: _____

Applicant Signature _____

Date _____

Building Inspector Signature _____

Date _____