



## SIGN PERMIT APPLICATION

### OWNER INFORMATION

Name(s) \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT/SIGN COMPANY INFORMATION

Name(s) \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### SITE INFORMATION

Property Address \_\_\_\_\_  
Business Name \_\_\_\_\_  
Number of Existing Signs \_\_\_\_\_ Lot Area \_\_\_\_\_  
Existing Use (circle): Residential Non-Residential Present Zoning \_\_\_\_\_  
# of Tenants (non-residential) \_\_\_\_\_ # of Exterior Doors (multi-tenant building) \_\_\_\_\_

### SIGN INFORMATION (circle all that apply)

Project Valuation (cost) \_\_\_\_\_  
Type of Sign: New Structural Alteration of Existing Replacement of Existing Temporary  
Illumination: None External Internal  
Changeable Message: None Manual Change Electronic Changeable Message

### SIGNATURE

I/We, the undersigned am the **(owner) or (duly authorized agent), (Circle One)** of the aforementioned property. By execution of my signature, I/we do hereby officially for a sign as indicated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR STAFF USE ONLY Approved by _____ Date _____ Total Permit Cost \$ _____ Permit # _____
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<b>PERMANENT WALL SIGNS</b>			<b>Fee (Staff Only)</b>
<b>Sign #1</b>	Facade location (North, South, East, West)		
	Number per facade		
	Size of sign	s.f.	
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Linear feet of street frontage along which the sign is to be located	ft.	
<b>Sign #2</b>	Facade location (North, South, East, West)		
	Number on facade		
	Size of sign	s.f.	
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Linear feet of street frontage along which the sign is to be located	ft.	
<b>Sign #3</b>	Facade location (North, South, East, West)		
	Number on facade		
	Size of sign	s.f.	
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Linear feet of street frontage along which the sign is to be located	ft.	
<b>Sign #4</b>	Facade location (North, South, East, West)		
	Number on facade		
	Size of sign	s.f.	
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Linear feet of street frontage along which the sign is to be located	ft.	

<b>INTERNAL GROUND SIGNS</b>		<b>Fee (Staff Only)</b>
Number		
Size (each)	s.f.	
Height (each)	ft.	

<b>PERMANENT FREESTANDING SIGNS</b>			<b>Fee (Staff Only)</b>
<b>Sign #1</b>	Linear feet of street frontage along which the sign is to be located	ft.	
	Size of sign	s.f.	
	Height	ft.	
	Within 1,000' of the interstate	YES / NO	
	Setback from property line	ft.	
<b>Sign #2</b>	Linear feet of street frontage along which the sign is to be located	ft.	
	Size of sign	s.f.	
	Height	ft.	
	Within 1,000' of the interstate	YES / NO	
	Setback from property line	ft.	
<b>Sign #3</b>	Linear feet of street frontage along which the sign is to be located	ft.	
	Size of sign	s.f.	
	Height	ft.	
	Within 1,000' of the interstate	YES / NO	
	Setback from property line	ft.	
<b>PEDESTRIAN SIGNS</b>			
<b>Sign #1</b>	Number of signs		
	Number of public entrances		
	Linear feet of building frontage	ft.	
	Size (each)	s.f.	
	Height	ft.	
<b>Sign #2</b>	Number of signs		
	Number of public entrances		
	Linear feet of building frontage	ft.	
	Size (each)	s.f.	
	Height	ft.	
<b>Sign #3</b>	Number of signs		
	Number of public entrances		
	Linear feet of building frontage	ft.	
	Size (each)	s.f.	
	Height	ft.	

<b>TEMPORARY SIGNS</b>			<b>Fee (Staff Only)</b>
<i>Total combined display time 90 days per calendar year per lot</i>			
<b>Freestanding #1</b>	Number of signs		
	Size of Sign	sf.	
	Linear feet of street frontage along which the sign(s) is(are) to be located	ft.	
	Duration of display time (Dates)		
<b>Freestanding #2</b>	Number of signs		
	Size of sign	sf.	
	Linear feet of street frontage along which the sign(s) is(are) to be located	ft.	
	Duration of display time (Dates)		
<b>Wall #1</b>	Facade location (North, South, East, West)		
	Number of signs		
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Duration of display time (Dates)		
<b>Wall #2</b>	Facade location (North, South, East, West)		
	Number of signs		
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Duration of display time (Dates)		
<b>Wall #3</b>	Facade location (North, South, East, West)		
	Number of signs		
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Duration of display time (Dates)		
<b>Wall #4</b>	Facade location (North, South, East, West)		
	Number of signs		
	Total area of facade on which the sign is to be located	s.f.	
	% of total facade area coverage	%	
	Duration of display time (Dates)		

## APPLICATION SUBMITTAL REQUIREMENTS

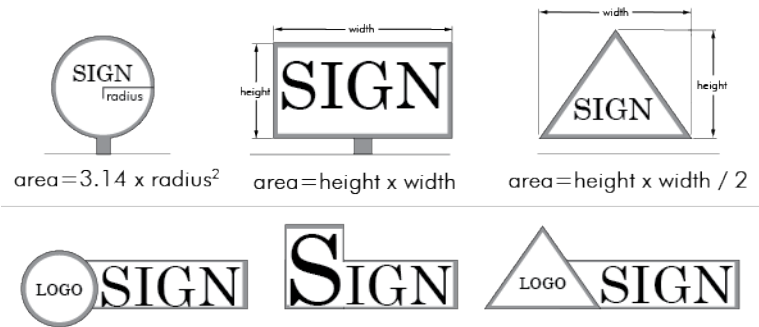
- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Complete application packet   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Digital copies of the completed application and plans (PDF)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A scaled drawing showing the dimensions, material, and colors of the proposed sign(s). If not to scale, include all dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A scaled plot plan of the lot indicating the proposed location of all existing and proposed sign(s). If not to scale, include all dimensions measured from property lines and centerlines of adjoining streets, distances from other signs, and pedestrian clearance if on sidewalk. Detached signs require min. 3' landscape around base and need to be shown on plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A drawing or photo showing all existing signs and the square footage of each sign.  |

## HOW TO MEASURE SIGNS

(Section 17.1.01.B.4)

### GENERAL AREA CALCULATION

Signs mounted on or displayed as a standard geometrical shape shall be measured by the standard mathematical formula for that shape. Signs mounted on or displayed as an irregular shape shall be measured by the smallest area of up to two standard geometrical shapes that can encompass the entire sign mounting.



**Figure 1-6 General Area Calculations**

*Typical method for measuring typical sign shapes; irregular signs are measured within the smallest area of up to two geometric shapes that contain the entire sign.*

### DECORATIVE ELEMENTS

Embellishments such as pole covers, framing, decorative roofing and support structures shall not be included in the area of the measurement if they contain no writing, emblem or other display.

### HEIGHT

Sign height is measured from the existing lowest grade directly below the sign to the highest point on the sign or sign structure.

### CLEARANCE

Sign clearance is measured from the highest point of the ground directly below the sign to the lowest point on the sign structure enclosing the sign face.

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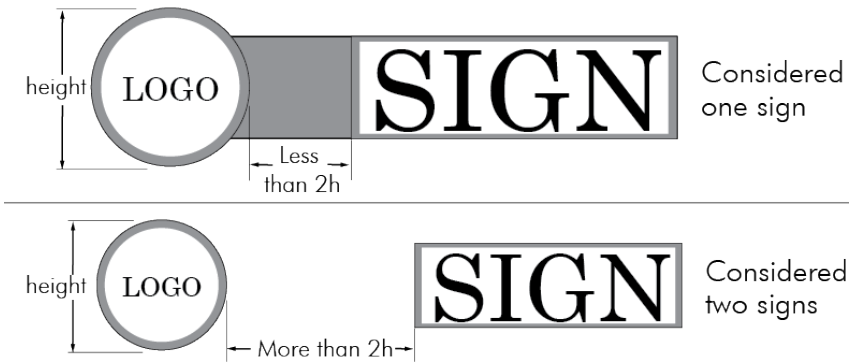
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**DETACHED SIGNS**

The area of the sign shall be computed by the entire area of the face of the structure, cabinet or module enclosed by the border of the frame.

**WALL, WINDOW, OR OTHER BUILDING-MOUNTED SIGNS**

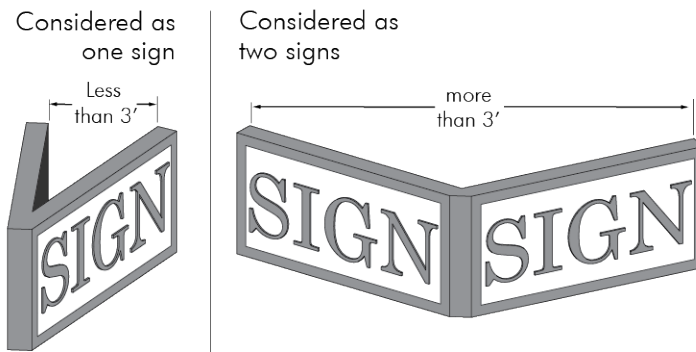
Any building-mounted sign mounted on a background shall be measured by the area of the background. If mounted directly on the wall, the area shall be computed by means of the smallest single and continuous perimeter of up to two standard geometric shapes that enclose the outer limits of the writing, emblem or other display. Gaps in writing, emblems or other display which are greater than two times the height of the sign area, when using the same single continuous perimeter above, may be subtracted from the calculation of the sign area but shall be interpreted as two signs. The area of the wall or window area for the purposes of determining an allowed percentage shall be the total surface of the wall or window visible in an elevation view.



**Figure 1-7 Gaps Between Signs**  
 Larger gaps may be subtracted from sign area calculations, but is considered two separate signs.

**DOUBLE-FACED SIGNS**

Where the sign faces of a double-faced sign are no more than three feet apart at any location, only one face will be measured in computing sign area. If the two faces of a double-faced sign are of unequal area, the area of the sign will be the area of the larger face. In all other cases, the areas of all faces of a multi-faced sign or the surface area of objects will be added together to compute the area of the sign.



**Figure 1-8 Double-face Signs**  
 When opposing faces are within three feet, a double-faced sign is considered one sign and the area of one-face is the size; when separated by more than three feet, each profile is considered a sign and counts to the total sign area.

## SIGN TYPES

(Section 17.10.03)



**Table 10-1: Sign Types**

Type	Description
<b>A Wall Sign</b>	A sign painted, printed or attached to the exterior surface of a building, awning, canopy or other fixed building surface in a permanent manner with a scale and design legible to vehicles in the public right-of-way or pedestrians at a distance from the building.
<b>B Freestanding Sign</b>	<p>A detached sign that is mounted to the ground independent from any building with a scale and design legible primarily to vehicles in the public right-of-way. Free-standing signs encompass two specific sign types:</p> <p><i>Monument Sign:</i> A type of Free-standing Sign mounted on an enclosed, solid base or ornamental surface structure.</p> <p><i>Pole Sign:</i> A type of Free-standing sign constructed on one or more columns, poles or similar structures so the bottom edge of the sign surface is elevated above the ground.</p>
<b>C Pedestrian Signs</b>	A sign with a design and scale to be legible to pedestrians in front of or immediately adjacent to the building, or to be legible to individuals internal to a site containing multiple buildings. Pedestrian signs may be located in a permanent manner hanging below a canopy or awning, projecting from a wall, mounted on a wall, door or window, or free-standing.
<b>D Temporary Sign</b>	A portable sign which is not permanently embedded in the ground or permanently affixed to a building or structure, and designed or intended to be used for a brief period of time. Does not include permanent signs with temporary or changeable messages.
<b>E Internal Ground Sign</b>	A sign with a design and scale to be legible to pedestrians or vehicles navigating the internal portions of a site.