



SIGN PERMIT APPLICATION

| | |
|------------------------|---------------------------|
| Date of Receipt: _____ | Permit Fees: _____ |
| Collected By: _____ | Date Permit Issued: _____ |

APPLICANT INFORMATION

Property Address: _____
Street City State Zip

Block: _____ Lot: _____ Tax Parcel ID: _____ Zoning District: _____

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: _____ Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

Agent (with written approval from Owner):
Name: _____ Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

Sign Contractor: _____ Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

SIGN SPECIFICATIONS*

Check one option below:
_____ Permanent Sign _____ Temporary Sign _____ Uniform Sign Agreement Amendment

Sign Category (*refer to Code, Sec. 32.03*): _____

Is the property subject to a Uniform Sign Agreement? ___ Y ___ N

Dimensions: _____ Total Square Feet: _____ # of Signs Proposed: _____

Type of Material: _____ Sign Colors: _____

Method of Attachment: _____

Type of Sign Lighting (if applicable): _____

Width of Storefront: _____ Linear Frontage of Business: _____

Sign Message: _____

Temporary Signs Only:



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Duration – Start Date: _____ End Date: _____

*Application must include sign renderings showing sign dimensions, letter dimensions, color, material, location, lighting specifications (refer to Chapter 24, Article 24.03 & Chapter 32), landscaping plans if applicable, and any other details required by staff. Commercial sign applications should include an Assumed Name Certificate/DBA for Business. If sign is under a Uniform Sign Agreement, sign must comply with the Agreement or else applicant must request an Amendment to the Uniform Sign Agreement.

VARIANCES & AMENDMENTS TO UNIFORM SIGN AGREEMENT

Variance

Are you applying for a variance to the Sign Ordinance? ___ Yes ___ No
(If yes, you will also need to submit a separate variance application and fee)

Amendment to Uniform Sign Agreement

Name/Address of Uniform Sign Agreement: _____

Reason for Amendment: _____

Please attach a separate sheet describing the sign specifications applicant is requesting to change/remove/add to the Uniform Sign Agreement. Please also submit a cover letter addressed to the ZAPCO Chairperson explaining your project.

APPROVAL NOTES – FOR COMPLETION BY STAFF ONLY

Administrative Approval Sign Meets Requirements: ___ Yes ___ No

Approved by City Administrator: _____ Date: _____

City Council Approval (Non-Administrative Approval)

BDC Date and Comments: _____

ZAPCO Date & Recommendation: _____

City Council Date & Action: _____