CITY OF SAND CITY
PLANNING DEPARTMENT

Sign Permit Application Form

Permit No.: S

APPLICANT

Name: _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone Number: _____ Fax Number (if any): _____

Representative Name (if any): _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone Number: _____ Fax Number (if any): _____

PROPERTY OWNER

Name: _____

Mailing Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone Number: _____ Fax Number (if any): _____

PROJECT DESCRIPTION

1. Business Name: _____
2. Street Address: _____ Assessor's Parcel Number: _____
3. Building / Storefront Dimension(s): _____
4. Will the sign be illuminated? o Yes o No If yes: o Internal o External
5. Describe in detail the intended sign design:

Attach additional paper or illustrations if necessary.

CONSENT AND CERTIFICATION

An application cannot be accepted without the signature of both the applicant and property owner. Failure to provide both signatures (at a minimum) may qualify this application as "incomplete".

Applicant's Attestation: I/We state that as the applicant(s) here described, I/we have read and completed this application and know the contents herein. I/We declare that the information contained in this application, the project plans, and other supporting material submitted herewith are true and correct to the best of my/our knowledge.

_____ _____

Signature of Applicant Date

Print Name: _____

_____ _____

Signature of Applicant Date

Print Name: _____

Consent of Property Owner: I/We declare that I/we am/are the current owner(s) of the herein described property, and that I/we have familiarized myself/ourselves with this completed application, and give consent to the action request.

_____ _____

Signature of Property Owner Date

Print Name: _____

_____ _____

Signature of Property Owner Date

Print Name: _____

ADDITIONAL SUBMITTAL INFORMATION

Drawing or Illustration: A drawing or illustration, to scale, of the proposed sign shall be submitted with this application that describes the sign. The description should include (at a minimum) the following information:

- Dimensions of the overall sign (width, depth, height)
- Dimensions of letters, logos, or other design elements of the sign
- Location of sign(s) on building
- Style of lettering
- Color scheme for sign, background, and building
- Sign materials (background, lettering, frame, etc.)
- Method of lighting (if any)
- Method of attachment to building (painted, bolted, etc.)
- Any other relevant detailed information pertaining to the proposed sign

Location Plan & Elevations: A plan or illustration shall be submitted indicating the locations, placement, and direction of all intended signs on the building and/or property.

Seven (7) Sets of Plans: A total of seven sets of any plan and/or illustration for those items described above must be submitted in order for the application to be complete.

Fees: Applicants shall make payment of all applicable fees to the City of Sand City at the time of application submittal. Failure to pay fees will qualify an application as “incomplete”.

STAFF USE ONLY

Received by: _____ Assigned Permit #: _____

Date application submitted: _____ Date deemed "complete": _____

Application Fees Paid: _____ Receipt Number: _____

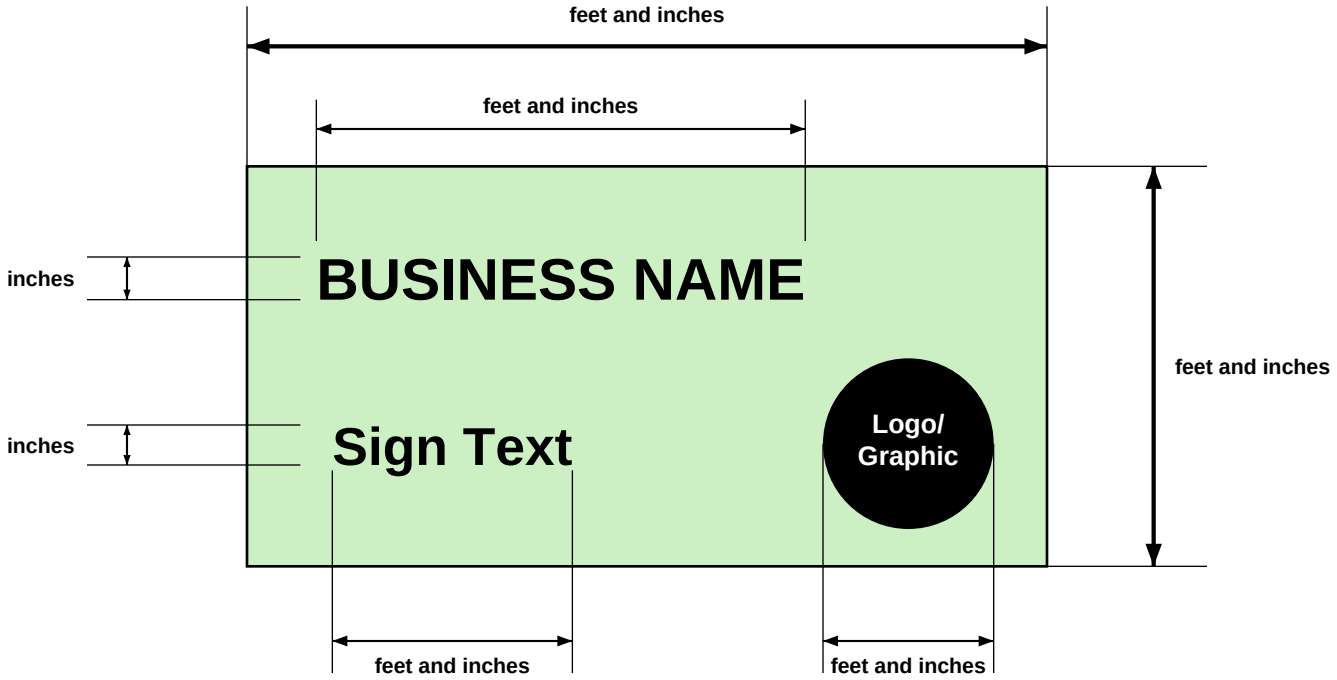
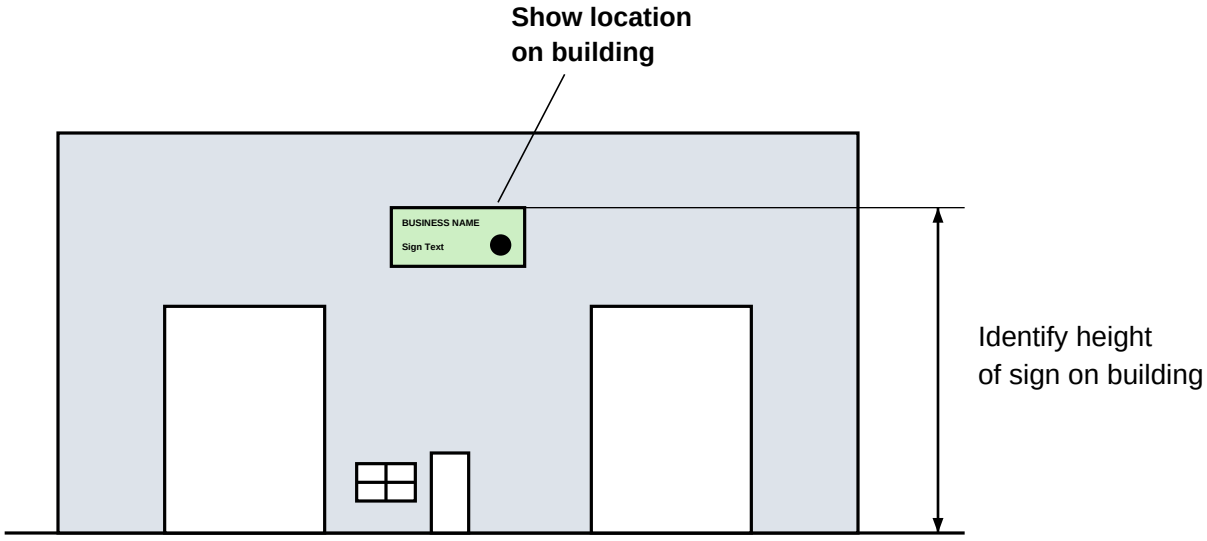
Zoning Designation: _____

Notes:

Sign Application Example

Sand City Planning Department

Provide an illustration with this application that illustrates the dimensions of the width and height of the overall sign, the text, and all graphics. The illustration below is a demonstration only.



Show where on the building the sign will be placed and identify the height of the sign from the ground.