

## Sign Permit

### (a) Submittal Requirements

- (1) All application information and documentation is submitted using the Community Core building permit software.
- (2) Applicant profile, including name, address and telephone number.
- (3) A map showing the location of the building, structure or lot to which the sign is to be attached or erected, and showing the position of the sign relation to nearby building and thoroughfares: such map shall be to scale and no smaller than 11 X 17 inches.
- (4) A narrative describing the sign proposal, method of illumination and other particulars related to the sign.
- (5) A plan drawing(s) showing design of sign dimensions, materials used, colors, lighting and method of construction and means of attachment to the building or the ground: such plans shall be to scale and no smaller than 11 X 17 inches. Use photo simulations and scaled drawings to describe the sign(s).
- (6) Name of person, firm, corporation or association erecting, altering or moving said sign—show on plan sheet.
- (7) Written consent of the owner of the land or building on which the sign is to be erected, altered or relocation.
- (8) Submittal documents for this application type need to incorporate the Design Standards found in Article XIX of Chapter 16 of the Land Use Code. Sign applicants in an existing Planned Development (PD) need to follow sign design guidelines of the approved PD, which can be found on the Current Planning website.
- (9) Other information as the Manager or Building Inspector requires to show full compliance with this and all other applicable laws of the Town.