



(For staff use only)	
Date Received:	_____
Submitted to HPC	___ Yes ___ No
Date Submitted	_____
Submitted to Planning Commission	___ Yes ___ No
Date Submitted	_____

SIGN PERMIT APPLICATION

Legal Description: _____ Date: _____

Owner: _____ Phone: _____

Address: _____

Applicant: _____ Phone: _____

Address: _____

Address where sign will be placed: _____ (attach illustration also)

Zoning District

- | | |
|--|--|
| <input type="checkbox"/> Residential Conservancy | <input type="checkbox"/> RR Limited Ag. |
| <input type="checkbox"/> RR Growth | <input type="checkbox"/> R1 Residential |
| <input type="checkbox"/> R2 Residential | <input type="checkbox"/> TDC Traditional Downtown Commercial |
| <input type="checkbox"/> GC General Commercial | <input type="checkbox"/> HC Highway Commercial |
| <input type="checkbox"/> I Industrial | <input type="checkbox"/> Shoreland Overlay (S1, S2, S3, S4) |
| <input type="checkbox"/> Historic District | <input type="checkbox"/> CUP required |

Number of new signs proposed _____

Type of Sign Requested (check as many as apply)

- | | |
|---|--|
| <input type="checkbox"/> Attached/Wall | <input type="checkbox"/> Temporary _____ (type) |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Banner/Flag Sign |
| <input type="checkbox"/> Suspended | <input type="checkbox"/> Awning Sign |
| <input type="checkbox"/> Permanent Freestanding | <input type="checkbox"/> Portable Freestanding |
| _____ (type e.g. post) | _____ (type e.g. post) |
| <input type="checkbox"/> Window Sign | <input type="checkbox"/> Other _____ (see definitions) |

Is lighting proposed? Yes No If yes, describe _____ (type, intensity, location)

Please provide a list of existing signs to be retained (indicating sign, location, & size)

Attach drawing or photograph of the proposed sign including dimensions and location (see reverse side).

I hereby certify with my signature that all data on my application form, plans and specifications is true and correct to the best of my knowledge.

Signature of applicant

Fee: _____

Granted: _____ Rejected: _____
date date

signature – authorized city personnel

All signs:

PROVIDE THE FOLLOWING INFORMATION ON A DIAGRAM.

An illustration to scale indicating the proposed sign and the location of the sign on the building or property is required. Please attach diagram with the following proposed indicated on the diagram. Provide as many diagrams, illustrations, or samples as needed to show that the proposed signage meets all requirements as indicated in the ordinance. Applications are considered incomplete without necessary diagram(s).

1. Size of Sign
 - Length
 - Height
 - Total Sign Area (sq. ft.)
2. Size of Lettering or written message
 - Length
 - Height (if upper case and lower case are different height, please specify both)
 - Percentage of Sign covered in Lettering or written message
3. Sign Location
 - Footage of building/lot frontage (linear feet of frontage) _____
 - Setbacks (if sign is not attached to building)
 - Street Setback
 - Side Setback
 - Front Setback
 - Distances from building, sidewalks and street
 - Location on the building (if attached to the building)
 - Distance from roof line
 - Distance from building sides
 - Distance from ground
 - Distance from wall (for projecting signs)
 - Distance from closest doors and windows
 - Size of Window (for window signs)
4. Lighting (please indicate if no lighting is proposed)
 - Style of lighting (illustration or sample)
 - Location of proposed lighting (both the fixture and aim of the beam)
 - Brightness or intensity of lighting (wattage or photometric information)
5. Sign material & construction method (including Separate pieces, parts, or attachments to the sign with method of attachment if any)
6. Color - True color diagram or diagram keyed to separate paint chips provided
7. Any additional information as identified by staff or the HPC