



## INSTRUCTIONS FOR ALL SIGN PERMIT APPLICATIONS

1. Application to be filled out **COMPLETELY!**
2. A plot plan (on minimum 8 2@ X 11" paper), to scale and a professional appearance, must be attached and must include the following:
  - a. Property lines and any easements to be shown. Front property corners shall be staked.
  - b. Location of all sign(s) (existing and proposed) to be shown.
  - c. Landscaping (existing or planned) around sign(s) to be shown. **(Does not pertain to Temporary Signs)**
3. A sketch of the proposed sign(s) (on minimum 8 1/2" X 11" paper) must also be attached and must include the following:
  - a. Size, height and shape of proposed sign(s).
  - b. All colors to be used on proposed sign(s) - color rendering required at minimum but color samples (chips) desired.
  - c. Description of base to be used if free-standing sign(s). **(Does not pertain to Temporary Signs)**
  - d. Description of materials to be used in sign(s) and method of mounting.
  - e. Street address to be shown on free-standing sign(s). **(Does not pertain to Temporary Signs)**
  - f. Lighting (internal or external) to be shown and described.

**NOTE:** Zoning Administrator may require a Design Review Board application depending on the character, scale, or composition of signage proposed. See Zoning Ordinance, Section 304.A.