



Zoning Permit Application for Signs

Informational Requirements

- (1) Application Form Information. The application form shall be completed by the applicant and contain, at minimum, the following information:
 - A. Applicant's name, address, telephone, and facsimile numbers.
 - B. Name, address, and telephone number of property owner, if different from applicant.
 - C. Location of the property by address, lot number, and tax identification.
 - D. Dimensions of land and total acreage.
 - E. Existing zoning.
 - F. Existing and proposed use of land and proposed structures and name of proposed development, if applicable.
 - G. Existing and proposed buildings, including square feet of gross floor area, dimensions, location, and height and whether a structure is to be retained, removed, or altered.

- (2) Sign Information – Wall Mounted Signs
 - A. Elevation drawing of the building façade to which the sign is attached including wall width and height dimensions.
 - B. The size and location of any existing wall mounted on any façade of the building to be either removed or retained.
 - C. An accurate drawing of the size, appearance, shape, color, material, and location of proposed the proposed sign(s).

- (3) Sign Information – Free standing Signs
 - A. A site plan showing the proposed location of the sign and also noting the location of buildings, parking, driveways, any existing free standing signs to be either removed or replaced, and landscaping features.
 - B. An accurate drawing of the size, height, appearance, shape, color, material, and location of proposed the proposed sign(s).
 - C. The dimensions of the setback of the proposed sign from the adjacent right-of-way and adjacent property lines.