

# Sign Permit Application



OFFICE USE ONLY	
Date received:	Zoning District:
Received by:	

**A. Project information (for commercial applicants)**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**B. Applicant Information**      Applicant is:     Owner or     Authorized agent of owner

Principal Contact - Last Name:	First Name:	Corporation or Partnership:
Address: _____		
City / State	Zip code:	E-mail
Telephone Number: (    )	Fax: (    )	Cell Number: (    )

**C. Owner (if different from applicant)**

Principal Contact - Last Name:	First Name:	Corporation or Partnership:
Address: _____		
City / State	Zip code:	E-mail
Telephone Number: (    )	Fax: (    )	Cell Number: (    )

**D. Sign Designer or Contractor (if not listed above)**

Principal Contact - Last Name:	First Name:	Corporation or Partnership:
Address: _____		
City / State	Zip code:	E-mail
Telephone Number: (    )	Fax: (    )	Cell Number: (    )

**E. Proposed Sign Type and Specification**

<p style="text-align: center;"><b><u>Permanent</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wall Sign</li> <li><input type="checkbox"/> Ground Sign</li> <li><input type="checkbox"/> Window Sign</li> <li><input type="checkbox"/> Directional Sign (ground mounted)</li> <li><input type="checkbox"/> Directional Sign (wall mounted)</li> </ul> <p><b>Five (5) Copies Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scaled colored drawing of proposed sign</li> <li><input type="checkbox"/> Site plan indicating roadways, parking lots &amp; buildings</li> <li><input type="checkbox"/> Scaled drawing of building elevations where sign will be placed including square footage of wallface (wall signs only)</li> <li><input type="checkbox"/> Drawing or plat survey indicating exact location of sign and setbacks (ground signs only)</li> </ul>	<p style="text-align: center;"><b><u>Temporary</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flag</li> <li><input type="checkbox"/> Message Balloon</li> <li><input type="checkbox"/> Yard Sign</li> <li><input type="checkbox"/> Window Sign</li> <li><input type="checkbox"/> Banner Sign</li> </ul> <p>Width of sign: _____ Ft.</p> <p>Height of sign: _____ Ft.</p> <p>Sign size: _____ Sq. Ft.</p> <p>Date: (from _____ to _____)</p>
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F. Required materials

- **If sign is to be attached to a building/wall mounted:** Provide a color exterior building elevation(s) or similar drawings to scale depicting the size, height (at top and bottom of sign), construction materials, projection(s) (from building face and above roof line, if applicable).
- **If sign is to be ground mounted:** Provide color elevations or similar drawings to scale depicting the ground sign or ground mounted directional sign (as applicable) and landscaping treatment; **and** a site or plot plan(s) depicting location of the ground sign or ground mounted directional sign (as applicable), together with proposed location of buildings, parking lots and roadways.
- **All signs:** Provide drawings depicting dimensions and details of the sign proposed including size, height (at top and bottom of sign), location, projection, materials, color(s), lettering or graphics style, installation method(s) and lighting/illumination.

G. Declaration of applicant

I \_\_\_\_\_ certify that:  
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. That this application must comply CHAPTER 410: SIGN REGULATIONS of the municipal codes of the Village of Twin Oaks and that failure to comply may result denial of a sign permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

**Checklist for Sign Application:**

Sign Location: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_  
 Type of Sign: \_\_\_\_\_  
 Size of Sign: \_\_\_\_\_

**Fees schedule:**

Temporary.....	No Charge		
Signs up to 25 square feet in area .....	\$5.00	Signs from 100 to 200 square feet in area...	\$15.00
Signs from 25 to 100 square feet in area...	\$10.00	Signs from 200 to 250 square feet in area...	\$20.00

Amount Received: \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date Received: \_\_\_\_\_

**Application Approved**

**Date:** \_\_\_\_\_

**Application Denied**

\_\_\_\_\_  
Authorized signature