

Petition and Checklist for Sign Permit

To the Town Board and Planning Commission

Owner: _____ (Signature)	Sign Owner: _____ (Signature)	Agent: _____ (Signature)
Name: _____	Name: _____	Name: _____
Address: _____ (City, Town) (State) (Zip)	Address: _____ (City, Town) (State) (Zip)	Address: _____ (City, Town) (State) (Zip)
Telephone No.: _____	Telephone No.: _____	Telephone No.: _____
Email Address: _____	Email Address: _____	Email Address: _____

For Town Use Only:

Date Filed: _____

Received by: _____

Fee Paid: _____

More information may be requested by the Planning Commission if deemed necessary to properly evaluate your request. The lack of information requested by this form may in itself be sufficient cause to deny the petition. If you have any questions regarding the procedure, please contact the Town Planner or the Zoning Administrator.

☐ **THIS APPLICATION IS FOR A SIGN PERMIT TO (PLEASE CHECK ALL THAT APPLY):**

<input type="checkbox"/> Erect	<input type="checkbox"/> Relocate	<input type="checkbox"/> Remodel	<input type="checkbox"/> Enlarge	<input type="checkbox"/> Repair	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Illuminated	OR	<input type="checkbox"/> Non-Illuminated			
<input type="checkbox"/> Window	<input type="checkbox"/> Portable	<input type="checkbox"/> Wall	<input type="checkbox"/> Ground	<input type="checkbox"/> Canopy	<input type="checkbox"/> Roof
<input type="checkbox"/> Projecting	<input type="checkbox"/> Temporary	<input type="checkbox"/> Off-Premise			

☐ **LEGAL DESCRIPTION OF THE PROPERTY (ATTACH ADDITIONAL SHEETS IF NECESSARY):**

Lot No.	Block No.	Subdivision	or Government Lot # _____, _____ 1/4
of the _____ 1/4, Section _____ T _____ N, R _____ W, '			
Tax #	Area in Acres	Volume	Page# _____

☐ **PRESENT IMPROVEMENTS ON THE LAND (INCLUDE A SITE PLAN):**

<input type="checkbox"/> Zoning District	Present Use

	Included (Indicate Included with <input checked="" type="checkbox"/> or N/A)	Received (For Town Use Only)
<input type="checkbox"/> General Submission Requirements for all Applications		<input type="checkbox"/>
<input type="checkbox"/> Sign Characteristics		<input type="checkbox"/>
<ul style="list-style-type: none"> • Total Square Feet: _____ • Height: _____ • Length: _____ • Setback from sideyard (Left): _____ • Setback from right-of-way: _____ • Sign Voltage: _____ • Number of Faces: _____ • Width: _____ • Overall Height: _____ • Setback from sideyard (Right): _____ • Height to bottom of sign: _____ • Amps: _____ • UL: _____ • Sign Manufacturer: _____ • Address: _____ • Materials sign is made of: _____ • Copy of Sign: _____ • Site photos attached: _____ 	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A	
<input type="checkbox"/> Existing Conditions Map/Aerial Photo/Certificate of Survey including:		<input type="checkbox"/>
<ul style="list-style-type: none"> • acres, boundary lines, distances and bearings; • easements and right-of-way; • existing vegetation and existing topography; • abutting land uses, zoning district, and all structures within 1,320 feet of the site. 	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A	
<input type="checkbox"/> Site Plan		<input type="checkbox"/>
<ul style="list-style-type: none"> • Site Plan showing the area involved, its location, dimensions, and the location and existing use of all properties; including structures, within five hundred (500) feet of the area proposed. • Building location and setbacks. • Signage location depicting size and type of sign. Signage design is very important in all districts. Trees and shrubs help to integrate conspicuous, free-standing signs into the landscape, softening their larger scale. 	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A	
<input type="checkbox"/> The Site and Sign location abuts a State Trunk Highway		<input type="checkbox"/>
<input type="checkbox"/> The Site and Sign location abuts a State Trunk Highway		<input type="checkbox"/>