

# SIGN PERMIT

Case#: SG-____-____
Proj. Name: _____ (Fee Agreement)

**I. Contact Information** *(please attach any additional contacts)*

Owner: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

**II. Contractor/Company Name**

Applicant: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

**III. Contractors License**       Yes       No

**Description of location of sign**

Development: \_\_\_\_\_

Address or Location: \_\_\_\_\_

\_\_\_\_\_

Zoning: \_\_\_\_\_      Use: \_\_\_\_\_

**IV. Purpose of Sign:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. Certification:** *Must be signed with **BLUE INK.***

I certify that I am the lawful owner of the parcel(s) of land which this application concerns and consent to this action.

Owner: \_\_\_\_\_      Date: \_\_\_\_\_

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Applicant: \_\_\_\_\_      Date: \_\_\_\_\_

*Applicant, please do not write below this line.*

Fee(s) Paid		Date:		Check #:		Received By:	
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APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$_____, plus any building permit fees	<input type="checkbox"/>
<input type="checkbox"/> Attach Names and Addresses, if applicable Include owner, sign contractor and erectors if not provided on Land Use Application.	<input type="checkbox"/>
<input type="checkbox"/> Site Plans Include specific location and setbacks to adjacent property lines and buildings. Must be legible.	<input type="checkbox"/>
<input type="checkbox"/> Detailed Drawing _ Indicate dimensions, materials, and colors of the proposed sign structure..... _ Certification by a registered professional structural engineer for a freestanding or projecting sign, may be required by Town .....	<input type="checkbox"/>
<input type="checkbox"/> Graphic Drawing or Photograph of the Sign Copy	<input type="checkbox"/>
<input type="checkbox"/> Description of the Lighting to be Used, if applicable	<input type="checkbox"/>
<input type="checkbox"/> Proof of Insurance Public liability insurance covering freestanding signs and projecting wall signs.	<input type="checkbox"/>
<input type="checkbox"/> Written Lease or Permission, if applicable From the property owner, needed only if the sign is to be located off the premises being advertised.	<input type="checkbox"/>

***Submit all documents above with this form and a completed Land Use Application.***

**Date Submitted to Town:** \_\_\_\_\_

<b>Application Certification of Completion</b> Within 10 business days of the date of application submission, Staff will either certify the application is complete and in compliance of all submittal requirements or reject it as incomplete and notify the applicant in writing of any deficiencies.	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Application Deficiencies, if applicable</b> Correct any deficiencies in the application package, if necessary, and submit.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Staff Review and Approval</b> Staff will review the application in accordance with the established review criteria (§16-7-2.C) and has the authority to approve, approve with conditions or deny.  <input type="checkbox"/> Approval <input type="checkbox"/> Deny  Signed: _____ Date: _____	<input type="checkbox"/>
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