



SIGN PERMIT CHECK LIST

Sign Permit Application Checklist

- Original signed and dated Signe Permit Application
- Application Fee of \$100 per sign (Payment collection does not imply approval)
- Site Plan Map
 - Specific location of each sign
 - Labeled setbacks from the property lines, rights-of-way, and/or buildings for each sign
- Sign Rendering
 - Elevations
 - Dimensions
 - Materials
 - Proposed sign wording
- Electrical Plans*
- Foundation Plans*

*Electrical plans are only required for illuminated signs, and foundation plans are only required for a monument sign. In addition, a separate building permit will be required for any sign application requesting illumination or a foundation.



APPLICATION FOR SIGN PERMIT

Type or Print Clearly

Site Address:
Development Name:
Applicant Name:

Business Name:	Date:
Name of Owner:	Phone:
Mailing Address, City, State, Zip:	
Email:	

Contractor Name:	Phone:
Mailing Address, City, State, Zip:	
Email:	

Sign Information

Type of Sign: <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Monument <input type="checkbox"/> Temporary					
Sq Footage	Dimensions	Height	Setback	Illuminated*	Sign Text

**If signs are illuminated, please attach electrical plans*



Certification and Signature

I certify that the information and exhibits 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 material and fees required by the Town of Severance must be submitted prior to having this application processed and that acceptance of this application by the Town of Severance does not necessarily mean that the application is complete and approved under the applicable requirements of the rules and regulations of the Town of Severance.

Additionally, I understand that I am responsible for conforming the assembly of the signs outlined herein to the plans approved by the Town of Severance and, upon completion of the work, will notify the Town of an inspection.

Applicant Signature

Date

Printed Name:
