



Sign Certificate Application

Please provide (1) completed and signed application and (1) full size digital copy of all required plans or (2) paper copies (11x17 preferred) of all plans that show sign dimensions, setbacks, elevations, and (when applicable) any required landscaping plans.

Property Information		
PROPERTY ADDRESS:		PARCEL NUMBER (REQUIRED IF NO ADDRESS)
Applicant and Owner Information		
APPLICANT NAME	APPLICANT ADDRESS	APPLICANT PHONE
OWNER NAME	OWNER ADDRESS	OWNER PHONE
Preferred Method of Contact		
PREFERRED CONTACT FOR QUESTIONS OR PICKUP:		APPLICANT EMAIL:
<input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE	OWNER EMAIL:

Please note all applicable information in each of the corresponding boxes below.

Sign Type Codes: (FS) Free Standing or Pole Sign, (WL) Wall Sign, (WD) Window Sign, (ET) Electronic or LED Message Board, (OT) Other – Please specify type if other.

	SIGN #1	SIGN #2	SIGN #3	SIGN #4	Existing #1	Existing #2
<i>Length</i>						
<i>Width</i>						
<i>Total Height</i>						
<i>Area of Sign</i>						
<i>Sign Type:</i>						
<i>Total Elevation:</i>						
<i>Setback from Right-of-way (Ground Signs)</i>						
<i>Illumination:</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>How will sign be illuminated</i>	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	<input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL

Applicant Signature:		
APPLICANT'S SIGNATURE:	APPLICANT'S PRINTED NAME:	DATE: