

SIGN PERMIT APPLICATION

To obtain a permit for a temporary or permanent sign, submit a completed application and required submittals in person, via mail, fax, or email (*individual signs*). Green Zoning will contact the applicant when the permit has been processed; payment will be made at that time: Visa & Mastercard debit & credit cards, check (*payable to City of Green*), or exact cash.

Applications must be accompanied by a site plan and/or building elevation indicating location of the proposed sign, along with an illustration of the sign with dimensions. Replacement sign applications must also include a photo/image of the existing sign with dimensions.

Sign Permit fees: \$1 per sq ft; minimum fee \$50.00. Fee is calculated on total square footage of all sign faces.

1. Sign Location / Property Address:	Suite or Unit:
2. Company name (location):	Location phone:
3. Applicant:	Phone:
4. Applicant mailing:	
5. Applicant email:	Contractor Contact:
6. Building or tenant frontage _____ ft.	
7. <i>As applicable:</i> PZC No:	BZA No: Variance/exception granted:

SIGN INFORMATION & SPECIFICATIONS

When making application for multiple signs for a single parcel or plaza, an application packet including a completed application, site plan & building elevation indicating the location of the sign, illustration with dimensions, and property owner approval must be made for each individual sign. The packets should be accompanied by a general site plan with each sign located using an identifying code.

Tenants must have property owner approval for permanent signs, as indicated below, prior to making application.

TEMPORARY SIGN Sign face size: _____ X _____ = _____ sq ft height _____ Sides: 1 / 2
 Begin date: _____ Date sign removed: _____

Signs must be located a minimum of 10 ft behind road right-of-way; 30 ft from the intersection of two streets/ rights-of-way.

List sign types/identifying information and calculations for each

_____ Sign Face _____ X _____ = _____ sq ft x _____ sides = _____ total sf / HT: _____ Setback: _____

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_____ Sign Face _____ X _____ = _____ sq ft x _____ sides = _____ total sf / HT: _____ Setback: _____

_____ Sign Face _____ X _____ = _____ sq ft x _____ sides = _____ total sf / HT: _____ Setback: _____

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE CITY ENTERING THE PREMISES FOR INSPECTION AND VERIFICATION OF INFORMATION SUBMITTED, AS APPLICABLE; AND IF A PERMIT IS ISSUED, TO VERIFY CONFORMANCE TO REQUIREMENTS AND CONDITIONS OF ISSUANCE.

Signature of Applicant: _____ DATE: _____

PROPERTY OWNER / LANDLORD APPROVAL: (*Required for tenants' permanent signs*)

I HAVE REVIEWED AND APPROVED THE INSTALLATION OF THE PERMANENT SIGN DESCRIBED HEREIN.

Signature of Property Owner: _____ DATE: _____