

Signage Permit Application Checklist

- Completed Development Permit Application (front & back)
- Letter of Authorization, if applicable (permission to act on behalf of the registered property owner)
- Site Plan (for free-standing & subdivision signs) – please show the following:
 - All Property Lines
 - All existing structures (Buildings, Parking lots, etc.)
 - Setbacks (Distance, in feet, from all property lines to proposed sign – minimum 8.5’ to property line)
 - Any known easements related to the property
- Sign Location on Building (for fascia & projecting signs)
- Image of Sign Design, including dimensions
- Permit Fee (\$3.00 per square foot; minimum of \$50.00)