



Please fill out all requested information. Incomplete applications may result in delay or denial.

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

Name of Business: \_\_\_\_\_

Address for Sign Installation: \_\_\_\_\_

Business Center Name: \_\_\_\_\_

Setback Required (from property line): \_\_\_\_\_

**SUBMITTAL MUST INCLUDE:**

\*Dimensioned drawing showing sign message and sign construction.

\*Site plan showing location, setbacks, height, and sign area of all proposed and existing signage.

\*Photo simulation of the proposed sign(s) superimposed on the fascia (all elevations that apply) where the sign(s) will be installed.

\*Review Fee- \$200.00 for single sign and \$300.00 for multiple signs.

<input type="checkbox"/> <b>FASCIA/WALL MOUNTED SIGN</b> Fascia Dimensions where installed: _____ Sign Dimensions: L" _____ W" _____ Maximum Letter/Graphic Height: _____ Sign Length v. Fascia Length (in percent): _____ % Total Sign Square Footage: _____ Illuminated:    Yes                      No Logo Size***: _____	<input type="checkbox"/> <b>MONUMENT SIGN</b> Double sided :    Yes                      No Sign Dimensions: L" _____ W" _____ Overall Height: _____ Total Square Footage: _____ Individual Letter Size: _____ Illuminated:    Yes                      No Logo Size***: _____
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**\*\*\* NOTE: Logo must be represented as it is registered with the Secretary of State (or other applicable authority) as that business name and/or identifier. Proof may be required. \*\*\***

No Signage (banner, pendants, names, insignia, trademarks, or other materials) may be placed outside of building other than monument and directional signs.

**Signage Application must be submitted and approved in writing with property manager/landlord/owner's approval and signature.**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature (Owner/Manager): \_\_\_\_\_