

SIGN PERMIT APPLICATION

Town of Westover Development Services

Permit # _____

Project Name _____

Parcel ID _____

CONTACT INFORMATION

Applicant Name _____

Company _____

Phone _____ Fax _____

Email _____

Address _____

Street Address

City State ZIP

Property Owner (if other than applicant) _____

(If applicant is not property owner, attach **notarized** authorization allowing applicant to apply and receive correspondence on behalf of owner.)

Phone _____ Fax _____ Email _____

Address _____

Street Address

City State ZIP

Sign Contractor _____ Town Business License # _____

Phone _____ Fax _____ Email _____

Address _____ Estimated Value (Sign + Installation) _____

Street Address

City State ZIP

Electrical Contractor _____ Town Business License # _____

Phone _____ Fax _____ Email _____

Address _____ Certification # _____

Street Address

City State ZIP

Property Zoning _____ Previous Tenant (if applicable) _____

Current Land Use Undeveloped One or Two Family Residence Multi-family Residence Commercial/Mixed Use
 Office or Industrial Park Other (Please describe) _____

Proposed Land Use One or Two Family Residence Multi-family Residence Commercial/Mixed Use
(if other than current) Office or Industrial Park Other (Please describe) _____

Sign Form Free-standing Wall **Sign Function** On-premise Off-premise
 Permanent Temporary

Note: No sign permit application shall be considered complete until this application form, all applicable plans and specifications, and all applicable fees have been submitted to Town of Westover Development Services. See reverse side for plan & specification requirements. For questions, call (205) 678-3375.

Applicant Signature _____ Date _____

Please Print Name _____

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PLAN AND SPECIFICATION REQUIREMENTS

Plans and Specifications for any proposed sign shall be submitted in duplicate, drawn to scale, and include, at a minimum, the following.

Freestanding Signs

- Site Plan, showing the following items:
 - Configuration of entire parcel
 - Lot frontage in linear feet along all street rights-of-way
 - Required setbacks
 - Location of proposed sign in relation to property lines, rights-of-way, easements, buildings, and other signs on the property
- Sign dimensions (including any supporting members)
- Sign height, as measured from finished grade
- Number, type, location and surface area of all existing permanent signs on property
- Construction and electrical specifications
- Value of proposed sign (including installation)
- Contract amount (if illuminated)

Wall Signs

- Building Elevation of façade(s) on which sign(s) is to be placed
- Sign dimensions (including any support members)
- Location of proposed sign in relation to other signs on the same property and/or buildings on which the sign is to be placed
- Number, type, location and surface area of all existing permanent signs on property
- Construction and electrical specifications
- Value of proposed sign (including installation)
- Contract amount (if illuminated)

Temporary Signs

- Location of proposed sign in relation to property lines, rights-of-way, easements, buildings, and other signs on the property
- Sign dimensions (including any supporting members)
- Sign height, as measured from finished grade
- Beginning & end dates of event for which sign is to be used
- Construction and electrical specifications (if applicable)

SIGN PERMIT FEE

\$50 per permanent sign. \$25 per temporary sign greater than 8 sf in area. Temporary signs smaller than 8 sf do not require a permit, but shall otherwise be in accordance with the applicable requirements of Article X of the Town of Westover Zoning Ordinance.

Office Use Only			
Amount Paid _____	Receipt No. _____	Date _____	Received By _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	If Denied, reasons for nonconformance with requirements:	
_____		_____	
_____		_____	
Zoning Officer _____	Date _____	_____	
_____		_____	