



PERMANENT SIGN PERMIT APPLICATION

DEADLINES - Applications are to be submitted to the Clerk's Office 15 days prior to the next regularly scheduled Plan Commission meeting. Applications will be placed on the Consent Agenda for Plan Commission approval.

A complete submittal includes the following:

- **\$175 Application Fee**
- **Completed and signed application**
- **Site plan showing the location of the new signs on the property and/or building**
- **Color rendering showing the dimensions, color and text of each sign**
- **Photograph of existing building with indication of where sign is to be placed**
- ****Downtown properties are subject to the approved historic color pallet, which is on file at City Hall****

Following the Plan Commission meeting, if the Business Plan of Operation is approved, sign permit will be issued by the City Planner.

PROPERTY INFORMATION

Subject Property Address: _____ TAX KEY NUMBER: DELC
Number / Street / Suite

Subject Property Business Name: _____

APPLICANT INFORMATION

Applicant: _____ Phone: _____

Contact: _____ E-Mail Address: _____

Mailing Address: _____
Number / Street / Suite City State Zip

PROPERTY OWNER INFORMATION

Owner: _____ Phone: _____

Contact: _____ E-Mail Address: _____

Signature: _____

FOR OFFICE USE ONLY:

PRIOR TENANT: _____

B.P.O. APPLIED FOR/APPROVED: YES NO

FOR OFFICE USE ONLY: DATE SUBMITTED