

**Application for Sign Permit**

Applicant's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Business or Activity Requiring Sign: \_\_\_\_\_

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

Sign Designer/Installer: \_\_\_\_\_

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

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

- Required Plans Attached:
- Site Sketch
  - Building Elevations
  - Scale Drawing of Each Sign

Estimated Completion of Proposed Project: \_\_\_\_\_

Are you the sole owner of the property?  Yes  No

Provide the names, addresses and signatures for all persons with a legal or financial interest in the property. (All persons having legal interest in the property must sign the application).

Name (Please print):	Address:	Interest:	Signature:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and I am authorized to file this application and act on behalf of all owners of the property.

_____ Signature of Applicant	_____ Date
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**Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_ Action:  Approved  Denied

Conditions: \_\_\_\_\_

## Sign Permit Application Requirements

1. All signs require approval from the Attica Township Planning Commission. Ten (10) copies of the application must be filed twenty-one (21) days prior to the next regularly scheduled Planning Commission meeting. (The first Thursday of each month.)
2. A sketch indicating the location of the subject property and current zoning.
3. A scale drawing of each sign, indicating the size, shape, message, lettering style and materials of the finished sign.
4. Building elevation sketches showing the position and size of each sign on the building and the location and size of any existing sign(s) on the same structure.
5. For free-standing signs a site plan sketch showing the location of the sign on the site and verifying compliance with all setback requirements.
6. If the sign will be illuminated, plans shall include all details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare.