

Sign Permit Application

Sign Permits Fees:

Rev 9-9-19

Date _____

- 100 Sq. ft. or less - \$25 ea.
- Greater than 100 sq. ft. - \$50 ea.

Property Owner:

Name _____
 Address _____
 Phone _____

Sign Owner:

Name _____
 Address _____
 Phone _____

Sign Installer:

City Of Watertown License Y or N

Applicant _____
 Address _____
 Contact _____
 Phone _____ E-mail _____

Required Information:

_____ A detailed dimensioned site plan showing the exact location and orientation of:

- a. Buildings on the lot
- b. Locations of Proposed Signs
- c. Location of Existing Signs
- d. Street Frontages
- e. Other pertinent land and architectural features
- f. Building dimensions

Existing Signs	Type	Facing/Size	Location	Permit Y or N
1.	_____	_____	_____	_____
2.	_____	_____	_____	Y or N
3.	_____	_____	_____	Y or N
4.	_____	_____	_____	Y or N
5.	_____	_____	_____	Y or N

Proposed	Type	Facing/Size	Location	Illuminated Y or N
1.	_____	_____	_____	Y or N
2.	_____	_____	_____	Y or N
3.	_____	_____	_____	Y or N
4.	_____	_____	_____	Y or N
5.	_____	_____	_____	Y or N

_____ An elevation drawing showing the total sign height above the adjacent grade for each sign.

_____ The total dimensions of each sign facing

1. Permit is for on-premise advertising only or off-premise advertising only (circle one)
2. Permit application will not be processed if permit application is not complete.

Work Sheet - For Office Use

TABLE 1 - Sign Type & Zoning District

<u>Zone</u>			
Free Standing, Building, Misc.	_____	Permitted	<u>Y or N</u>

TABLE 2

<u>How many frontages</u>	<u>1st LF</u>	<u>2nd LF</u>	<u>Total LF</u>
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Free Standing			
Number of permitted signs per feet of street frontage	_____	Setback from R-O-W	<u>0 or 10</u>
Max. Area (Sq Ft)	_____	Maximum Height	_____
		Minimum Clearance	<u>6 or 10</u>

Building	Wall Area %	7.5, 10, 15, 20, N/A		
	North Wall Area	_____	Allowable Sq Ft	_____
	East Wall Area	_____	Allowable Sq Ft	_____
	South Wall Area	_____	Allowable Sq Ft	_____
	West Wall Area	_____	Allowable Sq Ft	_____

Total Sign Area Sq. Ft. Existing	_____	_____	_____
Total Sign Area Sq. Ft. Proposed	_____	_____	_____
TOTAL	_____	_____	_____

TABLE 3 Meets Requirements of Table 3 Y or N

Maximum Total Allowable Sq. Ft of Signage all Signs (No. of Frontages 1 or 2+) _____

Meets permit requirements Y or N

Remarks
