



# Sign Permit Application

City Hall, 1 North Locust Street, Greencastle, IN 46135

## 1. Sign Owner/Contractor:

### Owner:

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Contractor:

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## 2. Location Information:

Address of Property: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Lot and Parcel #: \_\_\_\_\_ / \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

## 3. Existing Sign Information:

### Describe any signs on the same parcel:

Size \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

### Describe any signs owned by the same business:

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

## 4. Proposed Sign Information:

Permanent or Temporary Sign: \_\_\_\_\_

Time period for Use (if temporary): \_\_\_\_\_

Sign Face Area: \_\_\_\_\_

Sign Height: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

Building Frontage Length: \_\_\_\_\_

Total Signage Permitted: \_\_\_\_\_

## 5. Required Supplemental Information:

The following information must be provided as elements of the Sign Permit Application:

- A drawing of the sign showing its dimensions and height
- A site plan showing where the sign will be placed on the property

**I certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Released for Installation: Yes No

**FEE CALCULATIONS**

*SIGNS:*

- BASE FEE (\$30.00)
- ELECTRICAL (\$30.00)
- \_\_\_\_\_ SQ. FT. x \$.50

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\_\_\_\_\_  
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\_\_\_\_\_

**TOTAL FEE**

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