



SIGN PERMIT APPLICATION

Permit #:	_____
Permit Fee: \$	_____
Escrow: \$	_____
Expiration:	_____

1. Complete and return this application to the City office, along with the following items:
 - a) Permit fee and escrow amount (**A \$100 escrow check for a temporary sign** and a \$500 escrow check for a permanent sign application (monument, pylon or dynamic only) must accompany the permit application fee and will be returned or destroyed, provided all conditions are met, maintained, and no additional consulting costs are incurred as a result of this application);
 - b) Diagrams:
 1. Scaled drawing of the proposed sign face illustrating the sign dimensions.
 2. Information to demonstrate Building and Electrical Code compliance.
 3. Wall signs: Scaled building elevation for wall signs showing:
 - a. Dimensions of the building front elevations for single occupancy building.
 - b. Dimensions of the building front elevations of the tenant bay occupied by the proposed business for multiple occupancy buildings.
 - c. Sign location on the building.
 - d. Location and dimensions of all existing wall signs on the building.
 4. Freestanding Signs:
 - a. Construction details of sign support structure/illumination.
 - b. Sign face dimensions.
 - c. Sign elevation showing sign height.
 - d. Site plan showing sign location.
 - c) A photograph of the potential sign site.
2. Application must be presented to the Planning Commission for approval. The Planning commission meets the second Wednesday of each month at 7 p.m. at City Hall. All applications shall be received **ten (10) working days** prior to a Planning Commission meeting to be placed on its meeting agenda and be considered. Applications failing to meet this submission date shall be held until the next scheduled Planning Commission meeting.
3. Temporary signs (not to exceed 30 days and no more than 90 cumulative days annually) may be issued by the City Staff. **Temporary signs are not to exceed maximum sign size of 24 square feet.** Sec. 10-94 City Code.
4. **Applications not accompanied by the above information shall be deemed incomplete and returned to the applicant.**

Note: In most instances, permanent signage will also require a building permit process.

Applicant is (circle one): Owner Designer Contractor Architect Other _____

Applicant (company name or individual): _____

Address: _____

Phone: _____ E-mail: _____

Property Owner of record: _____

Address (if different from applicant): _____

Address of Sign: _____	
Number of Sign/s: Permanent _____ Temporary _____ Replacement _____	
Type of Sign/s: _____	Size of Sign/s: _____
Height from Ground to top of sign (if pylon): _____	
Type of Construction: _____	
Color/s of Sign: _____ Illuminated? Yes _____ No _____	
Existing Signs (by size): _____ <small>(Show location of existing signs on building or site on diagram)</small>	
Size of Building or Tenant Bay Front Silhouette (square feet): _____	

The undersigned hereby represents upon all the penalties of law, for the purpose of inducing the City of Spring Park to take the action requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City.

Signature of Applicant

Date

Signature of Property Owner Giving Permission for Sign

Date

Approvals:

Temporary Sign/s By _____

Expiration Date: _____

Permanent Sign/s By _____

Date Issued: _____