

City of West Branch Sign Permit Application

Applicants Name _____ Phone No. _____

Applicants Address _____

Address of property where sign will be located _____

Property Owners Name _____ Phone No. _____

Owners Address _____ Owners Approval _____

Name of Business which sign is to identify _____

Location of sign: on building _____ free standing _____

Type of sign: Wall _____ Canopy _____ Projecting _____ Free standing _____

Dimensions of sign _____ Total square feet _____

THE FOLLOWING INFORMATION MUST BE INCLUDED FOR ALL SIGNS:

1. A (2" = 1ft) Scale Drawing showing:
 - a. Dimensions of sign
 - b. Information to be on sign
 - c. Size and style of letters
 - d. Color of sign and letters
 - e. If a Free Standing sign, include sign structure dimensions and construction material description
2. For signs attached to buildings provide a drawing showing the building, location of windows and doorways, and location on building where sign will be erected.
3. For free standing sign attach a lot plan drawing showing size of the lot, location of building(s) on property, location of driveways, sidewalks, and roadways, and proposed location of sign.
4. If the sign is to be illuminated describe type of lighting: _____

The above and attached statement is true in all particulars to the best of my knowledge and belief and I agree that the City Ordinances, building and electrical codes will be strictly complied with in the erection of this sign.

\$25 Permit Fee paid ___yes ___no

Signature of Applicant

Permit No. _____

STAFF ACTION

Approved/Denied date: _____

Final inspection:

Approved/Denied date: _____

If denied, reason(s) for denial: _____

**VARIANCE REQUEST
PLANNING COMMISSION ACTION**

Approved/Denied date: _____

Final inspection:

Approved/Denied date: _____

If approved, variance section(s) cited: _____

If denied, reason(s) for denial: _____
