

# TOWN OF MARION SIGN PERMIT APPLICATION

Zoning permit # \_\_\_\_\_

**NOTE:** All applications for a sign permit **MUST** be accompanied by:

1. A sketch of the proposed sign(s), drawn to scale showing the dimensions, proposed location, and method of anchoring.
2. An elevation drawing depicting the exact location of all existing signs, and proposed signs.
3. If a freestanding sign is proposed, a plot plan must be provided showing the desired location, the dimensions, and the method of anchoring.

1) Name of business to display proposed sign: \_\_\_\_\_

Address for proposed sign: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

2) Property owner (if different): \_\_\_\_\_ Phone number: \_\_\_\_\_

3) Is this property located in the Historic District? YES \_\_\_\_\_ NO \_\_\_\_\_

4) Sign installed by: Self \_\_\_\_\_ Other \_\_\_\_\_ (List company name, phone no. and agent): \_\_\_\_\_

5) Type of proposed sign: \_\_\_\_\_ ATTACHED \_\_\_\_\_ FREESTANDING OTHER (description) \_\_\_\_\_

Will the sign have electrical components? YES \_\_\_\_\_ NO \_\_\_\_\_

Will sign project over town right-of-way or sidewalk? YES \_\_\_\_\_ NO \_\_\_\_\_ Clearance above sidewalk: \_\_\_\_\_ ft.  
(Signs may not project over 15" from building)

Will sign installation require a street/ lane/ sidewalk or trail closure? YES \_\_\_\_\_ NO \_\_\_\_\_

6) Building Façade/ Leased Area Measurements:

(length) \_\_\_\_\_ ft. (height) \_\_\_\_\_ ft. (sq. ft.) \_\_\_\_\_ Lot frontage on public street \_\_\_\_\_ ft.

7) Total area of face of proposed sign(s): \_\_\_\_\_ sq. ft.

8) Will you be removing existing signage or adding additional signage? REMOVING \_\_\_\_\_ ADDING \_\_\_\_\_

No. of related sign(s) existing on lot (exclude proposed sign(s)): \_\_\_\_\_ Total square footage of existing sign(s): \_\_\_\_\_ sq. ft.

If any of the proposed signs are freestanding (monument), indicate the setback of the proposed sign from the closest street right-of- way and the total height of the sign: Setback: \_\_\_\_\_ ft Total Height: \_\_\_\_\_ ft

Please describe how the sign(s) will be attached to the building or ground: \_\_\_\_\_

**UPON VACATION OF THE PREMISES, WITHIN SIX (6) MONTHS OF THE VACATION, THE APPLICANT SHALL REMOVE ALL SIGNS, SIGN SUPPORTS, AND ATTENDANT HARDWARE FROM THE PREMISES, UNLESS A NEW OWNER OR TENANT USES THE SIGN, SIGN SUPPORTS, OR ATTENDANT HARDWARE**

I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed, that this application is being made with the owner's full knowledge and **consent**.

Owner/Tenant/ Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY:

Review Fee (\$100.00) Date paid: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_