

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	Y or N	

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
