



Sign Permit Application

Permit Number _____

Business Name _____ Business Phone _____
 Street Address _____
 Business Owner _____
 Sign Contractor _____
 Contractor Phone _____ Contact Email _____

Business Frontage _____ (ft) Property Zoning Designation _____
 Street Frontage _____ (ft) Historic District (Y/N) _____

A scaled site plan and rendering of the sign(s) must be attached with application. Applications lacking attached materials will be considered incomplete. Rendering must clearly indicate the location, dimensions, color, and material of the proposed sign as well as all existing signs on site.

- All sign approvals are based on the criteria detailed in section 18.4.7 of the Ashland Municipal Code.
- Sign Applications within a Historic District must be reviewed by the Historic Review Board prior to issuance.

	Proposed Sign #1	Proposed Sign #2	Proposed Sign #3	Existing Signs to be retained
Type <i>(wall, awning, window, ground, portable, 3-D, etc)</i>				Show all signs to be retained on site plan attached, and provide photographs or include in rendering.
Material				Exempt Incidental Signs – provide information on type, location & size (Small signs less than 2 square feet each which do not require a permit – 2 signs & max 4 sq. ft. (Downtown 3 signs, less than 3 sq. ft. & max 7 sq. ft.))
Height				
Width				
Calculated Area (sq. ft.)				
				Number _____ Area _____ Remaining Allowance _____ sq. ft.

Conditions of Approval: _____

Historic Commission Review: _____ Date _____
 Planning Staff Approval: _____ Date _____

OFFICE USE ONLY

Permit Fees

New Sign

Base Fee \$145.75 \$ _____
 \$2.75 per sq. ft. \$ _____
 Total \$ _____

Replacement Sign

Base Fee \$31.25 \$ _____
 \$2.75 per sq. ft. \$ _____
 Total \$ _____

A Replacement Sign is one in which only the materials of permitted sign are changed, and the previously approved sign dimensions, supporting structure, and location remain unaltered.

I hereby certify the contents of this application to be correct to the best of my knowledge and further that I understand and agree to construct and erect the sign(s) according to the approval as described.

Business Owner Signature:

_____ Date _____

Property Owner Signature:

_____ Date _____