

TOWN OF WOOLSEY

FEE: \$50.00

APPLICANT INFORMATION

Name: _____ Company Name: _____

Phone #: _____ Email: _____

Additional Information (if needed): _____

JOB SITE INFORMATION

Business Name: _____ Contact Person (if applicable): _____

Phone #: _____ Email: _____

Job Site Address: _____

Zoning of Property: _____

Property Owner: _____ Phone #: _____

Owner Address: _____

LAND USE	MAXIMUM SQUARE FOOTAGE ALLOWED
Commercial	1 times the linear frontage, but not more than 100
Industrial	1.5 times the linear frontage, but not more than 15

<u>PROPOSED SIGN INFORMATION</u>	
TYPE AND DESCRIPTION OF PROPOSED SIGN(S)	DIMENSIONS OF PROPOSED SIGN

FOR WALL SIGN(S) ONLY: Linear feet of Building frontage = _____ x 1.5 = _____

Notes: (a) Maximum area for a single wall sign shall not exceed 150 sq. ft.
 (b) Two (2) wall signs allowed, total of the two (2) signs shall not exceed 150 sq. ft. Only one (1) wall sign is allowed per

<u>AREA OF EXISTING SIGNAGE (IF APPLICABLE)</u>		
TYPE OF EXISTING SIGN	SQUARE FOOTAGE	SIGN TO REM

TOTAL COPY AREA OF EXISTING AND PROPOSED SIGNS: _____

REQUIRED SETBACKS FROM PROPERTY LINES (IF APPLICABLE):

Front: _____

Side: _____

Separation: _____

Height of Sign: _____

(Ground signs require a 10 foot setback from all property lines)

Sign Illuminated?

Yes No

Electrical Permit #: _____ N/A

(If circuit is not existing, a licensed electrical contractor will need to obtain a permit from the building department)

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Building Department Regulations and City Ordinances regulating same and in accordance to plans submitted.

The applicant states that all work to be done is authorized by the owner of said property.

******Submitting application and payment of review fee does NOT constitute approval. You will be contacted within forty-five days regarding approval or denial of this application. ALL final inspections must be called in by applicant/owner for final approval of the sign. ******

Signature of Applicant: _____

Date: _____

Authorization to initiate construction has been **APPROVED / DENIED** with the following comments or special co

By: _____

Date: _____

*** If the work authorized has not been completed within 180 days after the date of issuance and a final permit has not been requested in writing, the authorization shall become null and void and no final permit may be issued.**

* Within ten (10) days of completion of the sign pursuant to an approved application and an authorization to erect a sign, the applicant shall deliver to the City a written request for a final permit along with current and dated color pictures of the front face of the sign (at least three (3) inches by five (5) inches in size) and a signed affidavit that the pictures are correct and accurate, that the sign was and is erected as described in the application as conditioned and authorized by the City, including size, location, building materials, height and lighting. Within ten (10) business days of the filing of a request for a final permit, the City shall issue the final permit or deny the final permit because of the applicant's failure to properly and timely submit the written request for a final permit, failure to properly and timely document the request, or failure to properly and timely erect the sign as described in the application conditioned and authorized by the City. An applicant who fails to request a final permit within ten (10) days of completion of the sign or who's request for a final permit is denied shall remove the sign or parts of the sign within 30 days notice from the City. Failure to remove the sign shall constitute a separate ordinance violation for each day that the sign or part of the sign is not removed. *

This permit has been **APPROVED / DENIED** with the following comments or special conditions (if any):

By: _____ Date: _____

Date of Notice for Final Permit: _____ Received By: _____

Final Inspection Performed By: _____ Date: _____

APPLICANTS MUST FOLLOW THESE REGULATIONS FOR PERMANENT WALL/WINDOW SIGN INSTALLATION

Applicant must choose to erect a sign either on the wall or outside window of the establishment. See definitions below.

***Wall sign** means a sign applied to or mounted to the wall or surface of a building or structure.

***Window sign** means any type of sign located entirely within the *interior* of a building or structure, and visible from near a window or door, the letters, numbers, pictorial or sculptures matter of which is visible from the exterior of the premises.

* **Exterior window signs** are allowed if it is computed as part of the overall amount of allowable signage allowed on a single lot or unit.

* **Interior window signs** shall not be included within the overall amount of signage allowed under City Ordinance Section 6-5

APPLICANTS MUST FOLLOW THESE REGULATIONS FOR PERMANENT COMMON AREA SIGNS

- * The owner of the planned center may apply to the City for one (1) common area sign, no larger than 100 square feet, to be used for special events and promotions for the planned center and its tenants located within the planned center.
- * The common area sign shall be consistent with the architecture of the planned center and shall provide for removable sign panels.
- * It shall be the responsibility of the planned center owner to coordinate with tenants on the use, maintenance, and appearance of the common area sign.