



## Sign Permit Application

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Name of Business \_\_\_\_\_

Name of Applicant/Owners Representative \_\_\_\_\_

•If applicant is other than the owner, a statement authorizing applicant to act as agent for the owner must accompany this application

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Location of Sign(s) \_\_\_\_\_

Zoning District \_\_\_\_\_ Home Occupation \_\_\_\_\_

Name of Owner of Property \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

### APPLICANT SIGNATURE, CERTIFICATION AND AUTHORIZATION:

Under penalty of law, I hereby certify that I have read and understand this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Victor Planning and Zoning Commission, or City Council, shall be truthful and correct. I agree to comply with all matters of this application and hereby authorize representatives of this City to enter the above-mentioned property for inspection purposes. I further agree and understand that no signage will be placed until all permits have been properly approved and authorized permits have been issued.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach the following:

- A site plan drawn to scale which specifies the building frontage, the location of each sign and sign structure, or drawing that show the scale of the sign in context to the scale of the building if the sign is going to be mounted to the front of the building.
- Colored rendering or scaled drawing including the dimensions of all sign faces, descriptions of materials to be used, manner of construction, and method of attachment, and color samples. For portable signs, method of weighting or anchoring down.
- Lighting plan for the sign
- For portable signs to be located within the public right-of-way, a site plan drawn to scale which specifies the right-of-way, the adjacent property, and the location of the proposed portable sign.

Completed sign permit applications with payment, will be reviewed by the Planning and Zoning Commission at the next available public meeting for a decision. The application could be approved, denied, or returned for requested modifications.

**Process:** Review City of Victor regulations on allowed signage.

**Appeal:** Any interested party may appeal in writing any final decision of the decision to the City Council by filing an appeal with the Victor City Administrator within 10 days after the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within a 10 day period, the decision shall be deemed final.

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|   |         |
|---|---------|
| <b>Fee:</b> Sign Permit \$35 plus               | \$_____ |
| \$15 for each additional sign X _____(quantity) | \$_____ |
| Total   | \$_____ |

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**Office Use Only**

**Reviewed With Applicant by** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature

**Planning and Zoning Administrator** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed by Maintenance** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed By P&Z Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permit Approved: YES** \_\_\_ **NO** \_\_\_     **CONDITIONS YES** \_\_\_ **NO** \_\_\_  
**Conditions** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow Up Inspections** \_\_\_\_\_ **Date** \_\_\_\_\_