

SIGN PERMIT APPLICATION

I. Project Name: _____

Address / Location: _____

Existing Zoning: _____ Existing Use: _____

II. Contact Information *(please attach any additional contacts)*

Owner: _____

Telephone: _____

Address: _____

Fax: _____

Email: _____

Contractor/Applicant: _____

Telephone: _____

Address: _____

Fax: _____

Email: _____

Electrical Contractor:
(if applicable) _____

Telephone: _____

Address: _____

Fax: _____

Email: _____

III. Sign Information

____ Monument ____ Wall ____ Freestanding ____ Temporary ____ Other: _____

(please describe)

____ New ____ Alteration/Existing Illuminated? Yes No

Sign Valuation Total Sign Valuation: \$ _____ Electrical Valuation: \$ _____

(Total Sign Valuation includes the cost of all materials, labor, and installation)

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IV. Purpose of Application: *(please attach any additional information)*

V. Certification: *Must be signed with BLUE INK.*

OWNER CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

APPLICANT CERTIFICATION OF COMPLETED APPLICATION

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Mountain View must be submitted prior to having this application processed.

Signed: _____ Date: _____

Applicant, please do not write below this line.

Total Fee(s) Paid:	Date:	Check #:	Received By:	Permit #:

<u>Fee Type:</u>	<u>Fee Amount Received:</u>
Town Application Fee:	\$ _____
Building Permit Fee:	\$ _____
Electrical Fee:	\$ _____

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App.	APPLICATION CHECKLIST	Town
[]	Site Plan <i>(Two (2) hard copies & one (1) electronic copy)</i> Scaled site plan indicating: [] Owner Name, Site Address, Scale & North Arrow [] Adjacent Addresses and Streets [] Height, Width and Total Area of Sign [] Area of Building façade [] Overall Height of Sign [] Distances to all property lines, access and drive locations, existing and proposed buildings and signs	[]
[]	Explanation Letter A written description of all existing and proposed signs, including location, type, lighting type, text and size.	[]
[]	Scaled elevation of each proposed sign An drawing/image of all sign faces with accurate lettering, color, font, and scale	[]
[]	Engineered drawings for freestanding or monument signs	[]
[]	Any other information deemed necessary by the Town	[]
<p>Submit documents above with a copy of this Application Form.</p> <p>Date Submitted to Town: _____</p>		
<p>TOWN CERTIFICATION OF COMPLETED APPLICATION</p> <p>Signed: _____ Date: _____</p>		
<p>Town Decision The Town will make the decision on sign permits as required by Chapter 16 of the Town of Mountain View Town Code. The decision will be based on sign criteria generally found within §16-7 and other applicable sections of the Town Code.</p> <p>Upon finding compliance with the applicable sections of the Town Code, the Town will issue the applicant/owner:</p> <ul style="list-style-type: none"> • Zoning Permit • Building Permit <i>(if applicable)</i> • Electrical Permit <i>(if applicable)</i> 		
<p>Installation and Inspections If required by the permit, the contractor must have structures and components inspected by the Town. Refer to Building Permit for contact information on scheduling inspections.</p>		