

# SIGN PERMIT APPLICATION

**Notice to applicant.** A permit shall be required to erect any sign within the Orderly Annexation Boundaries of the City of Gaylord. No sign shall be erected by any person until this permit application and plan for the proposed sign has been received by the Planning and Zoning Commission and approved by the City Council. The signage plan shall contain the following information.

SITE ADDRESS OR LOCATION: \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ NUMBER OF SIDES: \_\_\_\_\_

SQUARE FOOTAGE OF SIGN \_\_\_\_\_ FRONT FOOTAGE OF PROPERTY \_\_\_\_\_

TYPE OF SIGN \_\_\_\_\_ HEIGHT (ABOVE GRADE): \_\_\_\_\_

WILL THE SIGN BE LIGHTED?  NO  YES, HOW SO: \_\_\_\_\_

The applicant must also supply with this Permit Application the following:

- ◆ An explanation or drawing showing location of existing and proposed buildings on the site.
- ◆ The location of existing buildings within one hundred (100) feet of the site.
- ◆ Location and height of all existing and proposed signs on the site, complete with route of electrical supply to signs, if wired.
- ◆ All specifications and dimensions (including height, width and depth) of signs including the lettering size and graphics.
- ◆ Description of sign and frame materials and colors, including supports.
- ◆ Planter box details, if used, such as materials and colors, including supports.
- ◆ If it is a wall sign, include the wall anchorage details.

CONTACT PERSON \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby represents upon all the penalties of law, that all statements herein are true and that all signs will be constructed in accordance with the Gaylord Zoning Ordinance, the information provided in this application and all other applicable regulations.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED

DENIED  \_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_ Date