



City of West Branch Sign Permit Application

Applicant Name _____ Phone No. _____

Applicant Address _____
.....

Address of property where sign will be located _____
.....

Property Owner's Name _____ Property Owner's Signature _____
.....

Name of Business which sign will identify _____
.....

Location of sign: On Building _____ Free Standing _____

Type of sign: Wall _____ Canopy _____ Projecting _____ Free Standing _____ Sandwich Board _____

Dimensions of sign _____ Total square feet _____ Total height _____

- The following information MUST be attached for all signs:
1. A scale drawing (2" = 1') showing:
 - a. Dimensions of sign
 - b. Information to be on sign
 - c. Size & style of letters
 - d. Color of sign & letters
 - e. If a Free Standing sign, include sign dimensions and construction material description
 2. For signs attached to buildings, provide a drawing showing the building, location of windows, doorways & location on building where sign will be erected.
 3. For free standing signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
 4. If the sign is to be illuminated, describe the type of lighting.

The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly complied with in the erection of this sign.

Application fee \$25.00 - PAID _____ NOT PAID _____

Applicant Signature

Staff Action: Date _____ Approved _____ Denied _____

Variance Request Planning Commission Action: Date _____ Approved _____ Denied _____

Permit No. _____