



QUESTIONNAIRE

TO DETERMINE NEED

FOR SIGN PERMIT APPLICATION

(For Wall and Ground Signs)

Please complete the attached questionnaire and attach photographs of all existing signs on the subject property or tenant space used in conjunction with the current business.

Upon review of the completed questionnaire and submitted photographs, a determination will be made that: a) a permit is required; or b) a permit is not required. Please understand that additional information may be required for further analysis of your situation.

No official reviewing this questionnaire, sign permit application, or building or electrical permit application concerning an existing or proposed sign shall consider the content of any message on such sign.

- You are the: Business Owner Sign Contractor Property Owner Agent for _____
- Proposed Work: Copy/Text Replacement (only) Modification to existing sign Sign relocation Other: _____
- Reason for signage replacement: Change in Text/Logo Damage Repair New Tenant/Business
- Business Name on existing sign: _____
- Business Name on proposed new sign: _____
- Business Physical Address: _____
- Is sign visible from the public thoroughfare or traveling public? No Yes
- Is sign within a business, office, mall, or totally enclosed area? No Yes
- Is sign a temporary sign not to exceed 32 sq. ft. per property? No Yes
- REQUIRED: Please attach a picture (photograph) of any existing signs.

FOR WALL SIGN REPLACEMENT

- Existing Sign Construction: Cabinet (only) Channel Letters (only) Channel Letters with Cabinet/Logo Box
- Will you be removing any signage from the existing wall including (cabinet, raceway, channel letters, etc.) in conjunction with the installation of any replacement signage? No Yes If yes, explain: _____
- Total Sign Area (existing sign): _____ sq. ft. Total Sign Area (proposed sign): _____ sq. ft.
- Are there any existing monument or ground or pylon sign(s) on the subject property? No Yes If yes, what will happen with these sign(s)? _____

FOR GROUND / MONUMENT / PYLON SIGN REPLACEMENT

- Existing Sign Construction: Monument Base with Sign Cabinet Post Sign Pylon Sign
- Will you be removing any signage from the existing sign including (base, cabinet, pylon, etc.) in conjunction with the installation of any replacement signage? No Yes If yes, explain: _____
- Total Sign Area (existing sign): _____ sq. ft. Total Sign Area (proposed sign): _____ sq. ft.
- Are there any existing wall sign(s) on the subject property? No Yes If yes, what will happen with these sign(s)? _____

Print Name _____ **Telephone Number** _____ **Date**

***** To Be Completed by Planning & Development Staff *****

Checklist Receive Date: _____ Zoning District: _____ RPIN #: _____

Non-Conforming Signs Present? No Yes _____

Proposed Sign Replacement: **PERMIT NOT REQUIRED** **PERMIT REQUIRED**
(Please submit appropriate permit application)

ADDITIONAL INFORMATION REQUIRED _____

Reviewed By: _____ Date: _____