

City of Sparta

APPLICATION FOR SIGN PERMIT

(\$25.00 fee)

Permit # _____

Address of Sign: _____

Business Name: _____

Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor Information:

SIGN COMPANY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____ Fax: _____

Sign Information:

Type of Sign: Ground Wall Window Canopy/Awning Projecting Directional

Other _____

(Circle One)

Size(Square Feet): _____ Dimensions: _____ Height of sign at highest point: _____

Illuminated: ___NO___ YES if yes, ___Internal___ External ___Other

Explain _____

Property Use: Commercial Church Office School

Other _____

Important Information to Applicants, Property Owners and Sign Companies:

Applications will NOT be accepted without all required supporting documents.

No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Sparta.

A sign permit application must be completed for each sign.

Drawings of plats of survey submitted for ground signs must contain exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of property and building adjacent to roadways.

Properly completing the application and ensuring that all information contained therein and on all supporting documents is accurate will speed up the review process and approval of your permit.

Required Signatures:

The undersign agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Sparta Municipal Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions of regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Property Owner: _____
Date: _____

Signature of Property Lessee: _____
Date: _____

Signature of Owner of Sign: (If different than above) _____
Date: _____

Signature of Applicant: (If different than above) _____
Date: _____

Internal Use Only:

Application Received Date: _____ Initials: _____

Application Approved Date: _____ Initials: _____