

SIGN PERMIT APPLICATION TOWN OF CLIFTON FORGE

Permit No: _____

The Town of Clifton Forge Zoning Ordinance establishes guidelines for the installation of signs. The application is a required part of the approval process in order to ensure compliance with all applicable codes.

Note: All applications for a sign permit MUST be accompanied by:

1. A sketch of the proposed sign(s), drawn to scale showing the dimensions, proposed location, and method of anchoring.
2. An elevation drawing depicting the exact location of all existing signs and proposed signs.
3. If a freestanding sign is proposed, a plot plan must be provided showing the desired location, the dimensions, and the method of anchoring.

1) Owner of sign: _____ Phone: _____
Mailing Address: _____

2) Name/Address of Business to display proposed sign: _____

3) Is this property located in the Historic District? YES _____ NO _____

4) Property Owner: _____

5) Sign to be installed by: SELF _____ Other: _____

6) Type of proposed sign: ATTACHED _____ FREESTANDING _____ OTHER _____

7) Will the sign have electrical components? YES _____ NO _____

8) Will the sign project over town right-of-way or sidewalk? *YES _____ NO _____

If yes, please indicate clearance above sidewalk: _____

Building Façade Measurement: Building (if single establishment) or leased area (if multi establishment):

length _____ height _____ sq. ft. _____ Lot frontage on Public Street: _____

9) Total area of face of proposed sign: _____ sq. ft. **Max signage allowed:** *(Office Use Only)*

10) No. of sign(s) existing on lot (excluding proposed sign(s)): _____ Total sq. ft of existing sign (s): _____

11) If any of the proposed signs are freestanding (monument), indicate the setback of the proposed sign from the closest street right-of-way and the height of the sign: Setback _____ Height: _____

12) Please describe how the sign(s) will be attached to the building or ground: _____

UPON VACATION OF THE PREMISES, WITHIN SIX (6) MONTHS OF THE VACATION, THE APPLICANT SHALL REMOVE ALL SIGNS, SIGN SUPPORTS AND ATTENDANT HARDWARE FROM THE PREMISES, UNLESS A NEW OWNER OR TENANT USES THE SIGN, SIGN SUPPORTS OR ATTENDANT HARDWARE.

Applicant Signature: _____ Date: _____

Office Use Only:

Review Fee:	Date Paid:
Approved by:	Date:
Denied by:	Date:
Reason for Denial:	