



SIGN PERMIT CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for a sign permit, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- A vicinity map indicating the location and street address (if applicable) of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- A drawing showing the following:
 - The proposed location of the sign along with the locations, types and square footage areas of all existing signs on the same premises.
 - Specifications and scale drawings showing the type, materials, design, dimensions, structural supports, and electrical components of all proposed signs.