

APPLICATION DATE: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

PERMIT FEE \_\_\_\_\_  
ISSUANCE FEE \$10.00  
LOCATE FEE \$5.00

# CITY OF WILLARD

## Sign Permit

### Property Information

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_

Property Easements:	Front	Back	Left	Right
Property Setbacks:	Front	Back	Left	Right

### Applicant and Contractor Information

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

### Improvement Information

#### Type of Sign

- Billboard
- On Premise
- Off Premise
- Neighborhood
- Temporary
- Permanent
- Attached
- Wall Sign
- Roof Sign
- Pole Sign

#### Improvement Detail

- Location: Residential Commercial
- Features included: Electric
- Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_
- Distance from grade to sign center: \_\_\_\_\_
- Distance from grade to top of sign: \_\_\_\_\_
- Length of building wall frontage: \_\_\_\_\_
- Total Cost of Project: \$ \_\_\_\_\_

### Required Documentation and Licensing

- Sketch Plan, to-scale
- Business License for Contractor, if applicable. License # \_\_\_\_\_

I hereby certify that the information provided on this application is true and correct; that I have read and understand the procedures, ordinances, and requirements associated with the application and review process. I also understand that this application will expire within 180 days of the date of my signing, unless extended by the building inspector pursuant to a written request for extension received prior to the expiration date. Furthermore, I acknowledge that I will be responsible for any, and all costs incurred by plan reviews performed by consultants of the city, certified mailing or publication costs for required legal notice, and recording fees. These costs may be paid by the city and reimbursed by the applicant upon invoicing.

Owner/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_