

FOR OFFICE USE ONLY

Fees received by: _____ Date of submittal: _____

Amount paid: _____ Receipt number: _____

Approving Staff: _____ Approving Date: _____



SIGN PERMIT APPLICATION

Applicant & Sign Information

Project name: _____

Property owner: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Authorized agent: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail address: _____

Location or address of proposed sign: _____

Zoning designation where sign will be located: _____

Type of sign requested: _____

Area of sign: _____

Height of sign: _____

Duration of sign: _____

Supporting Materials

The following materials are required to be submitted with this completed application:

1. Site Plans. Three reduced (11" x 17") copies of a site plan drawn to scale showing: the proposed location of the sign; parking areas; landscaped areas; and buildings. If the proposed sign will be located within a 100' of another's property line please show the above-mentioned items for the adjacent property.
2. Colored Graphics. Three colored graphics showing the proposed sign copy, type of sign, and dimensions.
3. Letter of Consent. A letter of consent from the property owner/manager.
4. Fee. The processing fee of \$100.00 per sign for a staff review or \$250.00 per sign for a Planning Commission review shall be paid in full.

Applicant Certification

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any

approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: _____ Date: _____

Property Owner/Manager's Signature: _____ Date: _____