



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 Administrator:

- The Land Use Application form provided by the Town Administrator.
- A vicinity map indicating the location and street address (if applicable) of the property.
- Evidence of an active business license issued by the Town.
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed by the property owner(s), for any applicant that is not a property owner.
- A drawing showing the following:
 - The proposed location of the sign(s) 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 (including by illustration the color and materials), dimensions, structural supports, landscaping, lighting and electrical components of all proposed signs.
- For portable signs, the location of the street or sidewalk affected, a legal description of the property abutting the affected street or sidewalk, and the name and address of the owners of the property.
- Such additional information as reasonably required by the Town Administrator.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.