

SIGN PERMIT APPLICATION

City of Morristown



The following items must be completed, and \$25.00 review fee must be paid prior to review. Each free-standing or monument sign requires its own permit application and review fee. All wall signs on one building may be grouped on one application if each sign is individually described on an attached site plan and belong to one business. For multi-tenant buildings, each tenant shall be required to obtain their own wall sign permits.

Date: _____

Property information: Business Name _____

Address: _____

County Tax Map: _____ Group: _____ Parcel(s) _____

Property Owner: _____ Phone: _____

Email: _____

Applicant (if different): _____ Phone: _____

Email: _____

Sign Company/Contractor: _____ Phone: _____

Email: _____

Wall Sign(s) Free-Standing Sign Monument Sign

Sign Height (feet): _____ Number of Sign Faces: _____ Total Sign Face Area (sq. ft.): _____

Lot Frontage (feet): _____ Sign Cost: _____

Building Façade area (sq. ft.): _____ Construction Materials: _____

All permit applications must include a site plan which shows the following:

Buildings, parking areas, entrances, roadways, the proposed sign, any existing signs, existing and proposed landscaping, utilities, easements and required setbacks with appropriate measurements, dimensions, and distances.

Incidental signs shall not exceed two square feet in area. Signs such as: "No Trespassing", "No Hunting", "No Parking", "Entrance", "Exit", "Loading Only", "Phone", "ATM" and the like shall be considered incidental to the use of the property.

Office Use Only

Approved by: _____ Date: _____

Permit No: _____

Review Fee: \$ _____ Permit Fee: \$ _____ Total Due: \$ _____