

City of Morristown



Sign Permit Application

Date: _____

The following items must be completed, and the \$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 the attached site plan and the signs all belong to one business. For multi-tenant buildings, each tenant shall be required to obtain their own wall sign permits.

Property Owner: _____ Phone: _____

Email: _____ Fax: _____

Applicant (if different): _____ Phone: _____

Email: _____ Fax: _____

Business Name: _____

Street Address: _____

Tax Map: _____ Group: _____ Parcel: _____

Sign Company/Contractor: _____ Phone: _____

Email: _____ Fax: _____

Wall Sign(s)

Free- Standing Sign

Monument Sign

Sign Height: _____ (feet) Number of Sign Faces: _____ Total Sign Face Area: _____ (square feet)

Lot Frontage: _____ (feet) Sign Cost: _____

Building Façade area: _____ (square feet) 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: _____ (Chief Building Official)

Notes: _____