



City of Georgetown Building & Planning Department

Sign Fee: _____
(GL#0010-00-323.023)

APPLICATION FOR SIGN PERMITS

This form must be completed and all required material must be submitted to the City of Georgetown Building and Planning Department prior to approval of a sign permit.

The following must be submitted at time of application:

- **Two (2) sets of scaled drawings of proposed signs.**
- **Two (2) sketch plans showing dimensions of lot, location of building, proposed sign(s) and distance from property lines.**
- **Picture showing sign superimposed on the structure or property.**

Date of Application: _____

Name of Business: _____ Phone _____

Address of Business (where sign will be located): _____

Sign Company: _____ City Business License YES NO

Contact Person: _____ Phone #: _____

Tax Map Number: _____

Number of Existing signs on-site: _____

Number of Proposed signs on-site: _____

Total Number of signs existing/proposed on site: _____

Cost for Proposed sign(s) (including installation): _____

Size of Sign(s) _____

Height from Ground: _____

Setback from property line: _____

All signs must be a minimum of ten (10) feet from property lines and no more than eight (8') in height. No signs shall be permitted in the right of way.

I hereby certify that the above information is true and correct. I further understand that false information will void this permit. All provisions of the Laws and Ordinances governing this sign(s) shall be complied with.

Owner/Agent

Date

For Office Use Only

Zoning District _____ Setback requirements verified: YES/NO

Approved By: _____ Date Approved: _____

Denied By: _____ Date Denied: _____

Reasons for Denial: _____

Notified owner of Denial: YES NO Date of Notification: _____

ARB Approval Required: YES/NO If yes, date of ARB Approval _____



**City of Georgetown
Building & Planning Department**

APPLICATION FOR SIGN PERMIT

Name of Building Owner: _____

Address: _____

Phone Number: _____

I do hereby grant permission for the construction, operation, maintenance, or displaying of the sign described within this Application for a Sign Permit.

Signed: _____
Building Owner

Name of Building Occupant: _____
(If different from Building Owner)

Address: _____

Telephone Number: _____

I do hereby grant permission for the construction, operation, maintenance, or display of the sign described within this Application for a Sign Permit.

Signed: _____
Building Occupant

Name of Sign Contactor: _____

Address: _____

Telephone: _____

Signature of Sign Contractor: _____

Type of Sign for which a Permit is being sought: _____

Value of Proposed Sign (including installation: \$ _____