

# City of Sparta

## APPLICATION FOR SIGN PERMIT

(\$25.00 fee)

Permit # \_\_\_\_\_

**Address of Sign:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contractor Information:**

**SIGN COMPANY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Sign Information:**

Type of Sign: Ground Wall Window Canopy/Awning Projecting Directional

Other \_\_\_\_\_

(Check One)

Size(Square Feet): \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height of sign at highest point: \_\_\_\_\_

Illuminated: \_\_\_NO \_\_\_YES if yes, \_\_\_Internal \_\_\_External \_\_\_Other

Explain \_\_\_\_\_

Property Use: Commercial Church Office School

Other \_\_\_\_\_

Information on Sign \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Important Information to Applicants, Property Owners and Sign Companies:**

- Applications will NOT be accepted without all required supporting documents.
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Sparta.
- A sign permit application must be completed for each sign.
  
- Drawings of plats of survey submitted for ground signs must contain exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of property and building adjacent to roadways.
- Properly completing the application and ensuring that all information contained therein and on all supporting documents is accurate will speed up the review process and approval of your permit.

**Required Signatures:**

The undersign agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Sparta Municipal Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions of regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Property Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Property Lessee: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Owner of Sign: (If different than above) \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Applicant: (If different than above) \_\_\_\_\_  
Date: \_\_\_\_\_

**Internal Use Only:**

Application Received      Date: \_\_\_\_\_      Initials: \_\_\_\_\_

Application Approved      Date: \_\_\_\_\_      Initials: \_\_\_\_\_