



SIGN PERMIT APPLICATION

Contact Information (To be completed by Applicant)

Business/ Organization/ Project Name:	Property Owner:
Mailing Address:	Mailing Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:

Property/Project Information

Property Location/Address:	Sign Contractor:
Property PIN (Tax id#)	Phone: Email:
Sign Type: (Ground, Wall, Banner, Temporary)	

I affirm and certify that I understand and will comply with all regulations and requirements of the City of Brevard. I further certify that the above statements and the statements and showings made in any paper or plans submitted herewith are true to the best of my knowledge and belief. Further, I understand that the application, attachments and fees become a part of the Official Records of the City of Brevard Planning Department, are not returnable and are subject to NC Public Records Law. I also recognize that if one or more deficiencies exist in this application, I will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. I understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application. It shall be the responsibility of the applicant to secure all approvals from the property owner prior to construction and installation of any and all sign types and locations.

If the Applicant is other than the property owner, proof of owner's consent is required. Owner's signature proves consent. The applicant will be the liaison with the City and will be the party to receive official notice. Notice communicated to the applicant will be deemed communicated to the owner. By signing this application, the applicant is consenting to the designation for these purposes.

Business/Organization/Contractor Signature:	Date:
Property Owner Signature:	Date:



Sign Permit Application - Detail

Proposed sign type (note that a separate permit application detail sheet should be completed for each requested sign):

- Ground sign (includes panel replacement or resurfacing)
- Wall sign, projection, suspended, awning, canopy
- Temporary sign
- Community banner, annual business
- A-frame sign

Sign Material(s) Check all that apply: Wood Metal Plastic Other

Sign Dimensions _____ x _____ = _____ sq. ft.

Ground Sign: (A site plan is required showing property boundaries, proposed sign location, any existing buildings, proposed/existing utility services, and driveway or street access location. It should also show the dimensions of the proposed new ground sign, its distance from right-of-ways and adjoining side property lines (at closet points).

Height of ground sign (measured from grade to the top of the sign) _____

Distance proposed ground sign (at closest point) will be from the road right-of-way _____ feet.

Front property line _____; Side property line _____; Rear property line _____.

Wall Sign:

Proposed sign location: Front Wall Rear Wall Side Wall

Total square feet of main façade or portion rented by tenant _____

Total square footage of wall sign _____

Community Banner (Liability Waiver required; refer to Street Banner Policy for requirements):

Dates reserved for banner (2 week period): _____ to _____.

Event banner is promoting: _____.