

**VILLAGE OF MILLERSBURG  
APPLICATION FOR SIGN PERMIT**

SIGN PERMIT # \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

OWNER'S NAME & ADDRESS \_\_\_\_\_  
(Sign application should be made by the owner of the property or his agent.)

SIGN ERECTOR'S NAME: \_\_\_\_\_

SIGN ERECTOR'S ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

A DRAWING MUST BE ATTACHED CONTAINING AT A MINIMUM, THE FOLLOWING INFORMATION:

1. The width of the building face or faces that abut the streets and the width of the lot not occupied by a building.
2. The design and layout of the proposed sign, including the total area if the sign and the size, height, character, materials and color of letters, lines, and symbols. (If more than one sign is proposed, separate information on each face shall be provided.)
3. The exact location of the sign in relation to the building and the property.
4. A scaled plot plan must be included with application.
5. An inventory of existing signs on the property, complete with sizes, types, & descriptions.

**SIGN INFORMATION:**

SIGN # ONE:  
SIDE ONE - SIZE: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.

SIDE TWO - SIZE: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.

SIGN # TWO:  
SIDE ONE - SIZE: \_\_\_\_\_ FT X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.

SIDE TWO - SIZE: \_\_\_\_\_ FT X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. ST.

TOTAL SQUARE FOOTAGE OF SIGNAGE REQUESTED: \_\_\_\_\_ SQ. FT.

IF NECESSARY ATTACH A SEPARATE SHEET INDICATING ANY ADDITIONAL SIGNAGE REQUESTED.

**SIGN TYPE:**

WALL \_\_\_\_\_ FREESTANDING \_\_\_\_\_ WINDOW \_\_\_\_\_ PROJECTING \_\_\_\_\_ AWNING \_\_\_\_\_

METHOD OF SUPPORT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ LBS.

ILLUMINATED: YES \_\_\_\_\_ NO \_\_\_\_\_ FLASHING: YES \_\_\_\_\_ NO \_\_\_\_\_

MOVING PARTS: YES \_\_\_\_\_ NO \_\_\_\_\_ SETBACK FROM RIGHT-OF-WAY LINE: \_\_\_\_\_ FT.

FRONT FOOTAGE OF BUILDING: \_\_\_\_\_ FT.

ADDITIONAL INFORMATION: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

**\$ 20.00 per sign**

**SIGN PERMIT APPROVAL/DENIAL**

DATE: \_\_\_\_\_ THE ABOVE PERMIT IS HEREBY: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
ZONING INSPECTOR

FEE PAID: \$ \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_