



# Sign Permit Application

|               |
|---------------|
| Permit Number |
| _____         |

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Business Owner \_\_\_\_\_  
 Sign Contractor \_\_\_\_\_  
 Contractor Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Business Frontage \_\_\_\_\_ (ft) Property Zoning Designation \_\_\_\_\_  
 Street Frontage \_\_\_\_\_ (ft) Historic District (Y/N) \_\_\_\_\_

*A scaled site plan and rendering of the sign(s) must be attached with application. Applications lacking attached materials will be considered incomplete. Rendering must clearly indicate the location, dimensions, color, and material of the proposed sign as well as all existing signs on site.*

- All sign approvals are based on the criteria detailed in section 18.4.7 of the Ashland Municipal Code.
- Sign Applications within a Historic District must be reviewed by the Historic Review Board prior to issuance.

|   | Proposed Sign #1 | Proposed Sign #2 | Proposed Sign #3 | Existing Signs to be retained   |
|---|------------------|------------------|------------------|---|
| Type<br><i>(wall, awning, window, ground, portable, 3-D, etc)</i> |                  |                  |                  | Show all signs to be retained on site plan attached, and provide photographs or include in rendering.   |
| Material  |                  |                  |                  | <b>Exempt Incidental Signs – provide information on type, location &amp; size</b><br>(Small signs less than 2 square feet each which do not require a permit – 2 signs & max 4 sq. ft. (Downtown 3 signs, less than 3 sq. ft. & max 7 sq. ft.))<br><br><b>Number</b> _____<br><br><b>Area</b> _____<br><br><b>Remaining Allowance</b> _____ sq. ft. |
| Height  |                  |                  |                  |   |
| Width   |                  |                  |                  |   |
| Calculated Area (sq. ft.)   |                  |                  |                  |   |
|   |                  |                  |                  |   |

**Conditions of Approval:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Historic Commission Review: \_\_\_\_\_ Date \_\_\_\_\_  
 Planning Staff Approval: \_\_\_\_\_ Date \_\_\_\_\_

| <b>OFFICE USE ONLY</b>  |                    |          |
|-------------------------|--------------------|----------|
| <b>Permit Fees</b>      |                    |          |
| <b>New Sign</b>         | Base Fee \$175.95  | \$ _____ |
|                         | \$3.10 per sq. ft. | \$ _____ |
|                         | Total              | \$ _____ |
| <b>Replacement Sign</b> | Base Fee \$37.20   | \$ _____ |
|                         | \$3.10 per sq. ft. | \$ _____ |
|                         | Total              | \$ _____ |

A Replacement Sign is one in which only the materials of permitted sign are changed, and the previously approved sign dimensions, supporting structure, and location remain unaltered.

I hereby certify the contents of this application to be correct to the best of my knowledge and further that I understand and agree to construct and erect the sign(s) according to the approval as described.

**Business Owner Signature:**  
 \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner Signature:**  
 \_\_\_\_\_ Date \_\_\_\_\_