



Sign Permit Application Form

Staff Use Only

Application Number: _____

Received By: _____

Date: _____

1. Application is made for: *(please select any of the following that apply)*

- Erect new sign Move existing sign Alter existing sign Repair existing sign
- Remove existing sign Temporary sign Permanent sign Off-premises sign

2. Sign location (street address): _____

3. Contact information: *(a list of additional contacts may be attached)*

Owner Name: _____
 Address: _____
 Telephone: _____
 E-mail: _____

Contractor Name: _____
 Address: _____
 Telephone: _____
 E-mail: _____

Erector Name: _____
 Address: _____
 Telephone: _____
 E-mail: _____

Subcontractor* Name: _____
 Address: _____
 Telephone: _____
 E-mail: _____

** if applicable.*

4. Please attach the following items:

- a. Legible site plan including specific location (legal description) and setbacks to adjacent property lines and buildings.
- b. Detailed drawing indicating the dimensions, materials and colors of the proposed sign and support structure.
- c. Certification by a registered professional structural engineer (required only for freestanding or projecting signs).
- d. Graphic drawing or photograph of sign copy.
- e. Description of the lighting to be used (if applicable).
- f. Proof of liability insurance (required for freestanding signs and projecting wall signs).
- g. Written lease or permission from property owner of site on which sign will be located (required only for off premises signs).

5. Certification: *(must be signed in ink)*

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am the property owner or am acting with the knowledge and consent of the property owner(s) as demonstrated by the attached lease and/or permission. I understand that all materials and fees required by the Town of Hayden must be submitted prior to having this application processed.

Applicant Signature: _____ Date: _____