



## Application for Sign Permit

DATE \_\_\_\_\_

*NOTE: Prior to approval of a Sign Permit, a Business Registration Application must be submitted to the City and approved by the City Administrator.*

Business Registration Approved      Type of Sign:     Off-Premises     On-Premises

### APPLICANT INFORMATION

Name \_\_\_\_\_

Mailing Address City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email \_\_\_\_\_

### DESCRIPTION OF SUBJECT PROPERTY

Legal Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Map & Taxlot: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Address of Property: \_\_\_\_\_

### PLEASE INCLUDE THE FOLLOWING

1. A rendering of the sign indicating its lettering, symbols, logos, materials, size and area (Please provide rendering on a separate sheet of paper).
2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.



{	<b>Office Use Only</b>	}
	Approved _____ Permit Expires _____ <i>Permit becomes invalid if not placed by Expiration Date</i> Denied _____ <i>See information below</i>	

Permit Approved Upon Compliance with the Following Changes to the Original Submission:

\_\_\_\_\_  
\_\_\_\_\_

Approval \_\_\_\_\_ Approval \_\_\_\_\_  
City Administrator Historic Review Board (If Applicable)

Denied \_\_\_\_\_  
City Administrator

**Reason for Denial:**

\_\_\_\_\_  
\_\_\_\_\_

**Section 11: Appeal to City Council**

An action or ruling of the City Administrator authorized by this ordinance may be appealed to the City Council within fifteen (15) days after the decision has been rendered by filing written notice with the City Administrator. If no appeal is taken within the fifteen (15) day period, the decision will be final. If an appeal is filed, the Council shall receive a recommendation from the Planning Commission and shall hold a public hearing on the appeal. Notice of the public hearing shall be by one publication in a newspaper of general circulation in the city not less than five (5) days or more than ten (10) days prior to the date of the hearing.

An application fee for an appeal shall be filed by the applicant in an amount established by Resolution of the Brownsville City Council.