



SIGN PERMIT APPLICATION

Temporary Sign
Permanent Sign
(check one)

Date of Application _____

Applicant's Name _____ Signature: _____

Applicant's Business Name: _____ Phone(s): _____
(if applicable)

Mailing Address: _____

City/State/Zip: _____

Location of Proposed Sign (Address): _____

Business Name of Sign Location (if applicable): _____

Property Owner's Name: _____ Phone(s) _____

Address: _____ City/State/Zip: _____

Instructions:

1. Complete the appropriate section below.
2. Submit the following information:
 - a. Three (3) copies of plan (8 1/2 x 11 or larger) to include sketch or picture of proposed sign; sign dimensions; sign color; sign material; mounting height (ground to top of sign)
 - b. Site diagram showing sign location on land tract.
3. Pay Permit Application Fee of **\$50 per sign + \$25 application fee.**
4. Town of Fairview will approve or disapprove application after review. **DO NOT** install any sign without receiving approved permit.

Section 1:

For Signs Proposed for Residential & Non-Commercial Zones:

(Ref: Town Code § 3.13.012)

Proposed Sign 'Copy' (message & symbols on sign): _____

Sign Size: _____ Sign Height (including mounting): _____

Sign Setbacks: (front) _____ (side) _____ (rear) _____

Section 2:

For Signs Proposed for Commercial Zones:

(Ref: Town Code §152.05, §3.13.013 – 3.13.167)

Proposed Sign Copy (message & symbols on sign): _____

Sign Size: _____ Sign Height (including mounting): _____

Sign Setbacks: (front) _____ (side) _____ (rear) _____

(For Town of Fairview Use:)

Action Taken:

Approval: _____ or Disapproval: _____
(Initial & date) (Initial & date)

Request for Additional Information: _____
(Initial & date)

Reasons for Action
Taken: _____

Approved by: _____
(Name & title)

Date of Final Action: _____

Sign Permit #: _____