For Office Use Only Acct. Code 3258 Rev. 05-04-2016

Permit #_____$30_____ Permit Fee $_____ Date _____ Receipt # _____ Paid by _____

CITY OF ROCKLAND
SIGN PERMIT APPLICATION

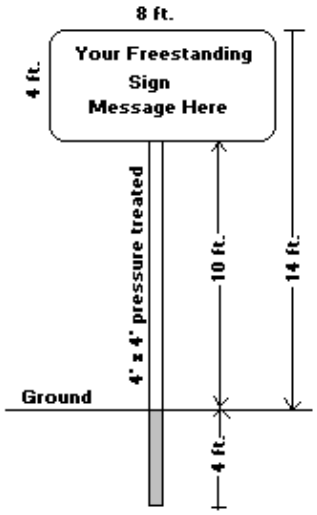
Please fill in ALL applicable information:

Date	**Property Address**		**Tax Map #**
Applicant Name	**Contact Person**		**Telephone**
Applicant Mailing Address	**City or Town**	**State**	**Zip**
Business Owners Name (If different)	**Business Mailing Address**	**State**	**Zip**
Business Name			
Property Owner's Name (if different)			**Telephone**
Owner's Mailing Address	**City or Town**	**State**	**Zip**
Contractor's Name	**Contact Person**		**Telephone**
Contractor's Mailing Address	**City or Town**	**State**	**Zip**
Email Address of Person to Contact When Permit is Issued			

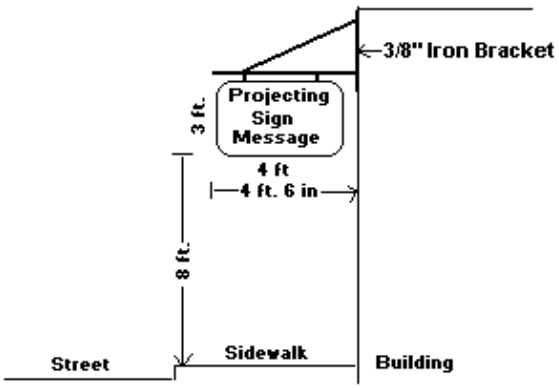
Please provide a **Plot Plan showing** the proposed location of all new signs relative to all buildings, roads, driveways and property lines. **Include** the setback distances for free standing signs from adjacent property lines, streets and driveways and street intersections. Also **include** the measurement(s) of building perimeter. (See example on back of this page.)

SAMPLE DRAWINGS SHOWING INFORMATION THAT SHOULD BE PROVIDED

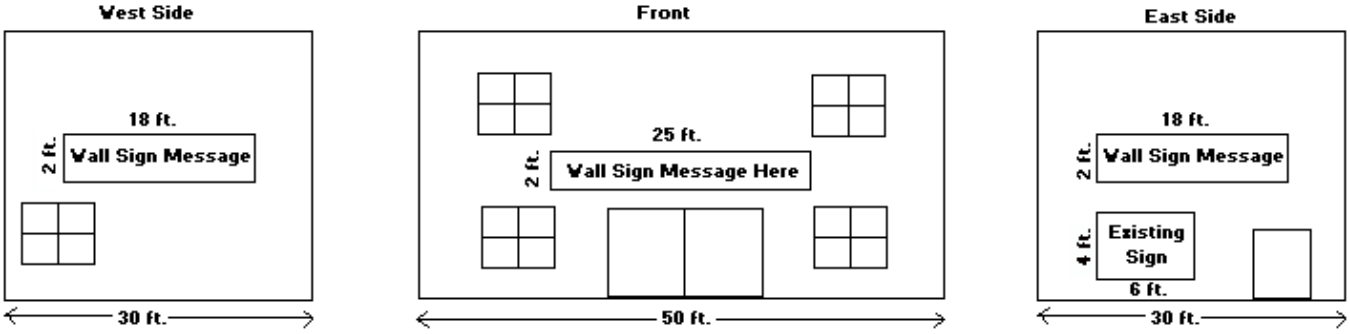
Example of Free-Standing Sign Drawing



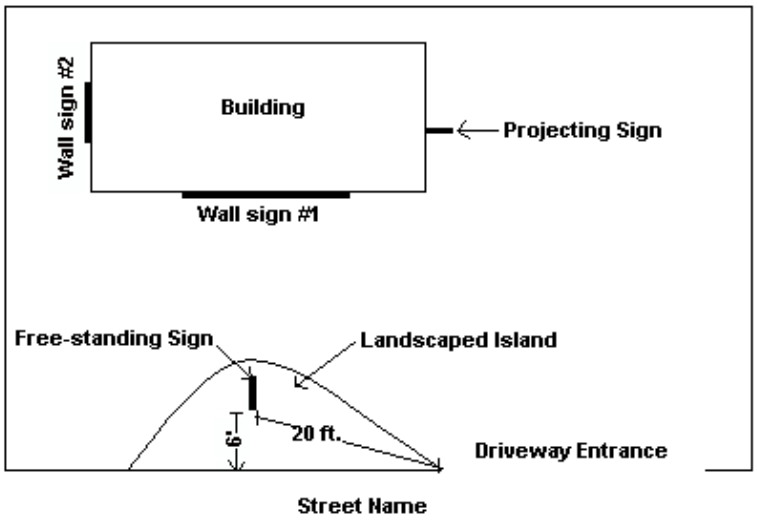
Example of Projecting Sign Drawing



Example of Sign Location Plan for Wall Signs



Example of Sign Location Plot Plan



Please provide a **sketch of each sign**. Include the **length and width** of each sign, **materials used for construction and attachment** of the sign, the **height from ground level** to the top and bottom of free-standing and projecting signs and the message. For Wall Signs please show where signs will be placed on each face of the building. (See examples on opposite page.)

Sign #1	Construction Materials (including means of attaching sign)
	☐ Wall Sign ☐ Free-Standing Sign ☐ Projecting Sign ☐ Non-illuminated ☐ Internally-illuminated ☐ External Illumination

Sign #2	Construction Materials (including means of attaching sign)
	☐ Wall Sign ☐ Free-Standing Sign ☐ Projecting Sign ☐ Non-illuminated ☐ Internally-illuminated ☐ External Illumination

(Electrical Permit is required for all newly wired illuminated signs)

Applicant's Signature _____ Date _____

☐ Approved ☐ Denied _____ Date _____
Code Enforcement Officer

Comment / Condition_____

Please provide a **sketch of each sign**. Include the **length and width** of each sign, **materials used for construction and attachment** of the sign, the **height from ground level** to the top and bottom of free-standing and projecting signs and the message. For Wall Signs please show where signs will be placed on each face of the building. (See examples on opposite page.)

Sign #3	Construction Materials (including means of attaching sign)
	☐ Wall Sign ☐ Free-Standing Sign ☐ Projecting Sign ☐ Non-illuminated ☐ Internally-illuminated ☐ External Illumination

Sign #4	Construction Materials (including means of attaching sign)
	☐ Wall Sign ☐ Free-Standing Sign ☐ Projecting Sign ☐ Non-illuminated ☐ Internally-illuminated ☐ External Illumination

(Electrical Permit is required for all newly wired illuminated signs)

Applicant's Signature _____ Date _____

☐ Approved ☐ Denied _____ Date _____
Code Enforcement Officer

Comment / Condition_____