

Application Number: _____ Fee: \$ 50.00 Date Fee Paid: _____

IMPORTANT INSTRUCTIONS

Before constructing or installing any sign regulated by the Swansea Zoning Code, the owner of the property on which the sign is to be constructed or installed, or the person, firm, or corporation constructing or installing the sign, must submit this application for sign compliance and be issued a certificate which indicates compliance. This certificate proves that the plans for a proposed sign have been reviewed by the Zoning Administrator and found to be in compliance with the Zoning Code.

The Zoning Administrator may, in some cases, find that plans for a specific sign do not agree with the zoning regulations. When that happens, the Zoning Administrator will notify the applicant who can; **1)** modify the plans to bring them into compliance; **or 2)** appeal the decision of the Zoning Administrator [if the decision is one of interpretation]; **or 3)** request a variation from the regulations [if a variation is allowable in this situation]; **or 4)** request to have the zoning regulations amended.

After completion of the construction or installation authorized by the certificate, the actual sign must be reviewed by the Zoning Administrator who confirms that the sign was erected as planned and approved.

APPLICANT NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

CHECK IF: _____ Property Owner _____ Contract Purchaser _____ Lessee _____ Other (_____)

OWNERS NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

BUSINESS NAME: _____

ADDRESS OF PROPERTY: _____

PERMANENT TAX NUMBER: _____ LOT #: _____ ZONING DISTRICT: _____

USE OF PROPERTY: (CHECK ALL THAT APPLY)

RESIDENTIAL: _____ Single Family _____ Duplex _____ Uniplex _____ Multi-Family (# of units _____)
_____ Manufactured Home _____ Modular Home

ACCESSORY USES: _____ Garage _____ Carport _____ Swimming Pool _____ Other (_____)

BUSINESS USES: _____ Commercial _____ Industrial _____ Home Occupation TYPE: _____

VACANT LOT: _____ OTHER USES: _____

TYPE OF SIGN(S) TO BE CONSTRUCTED OR INSTALLED:

- Freestanding sign
- Canopy or marquee sign
- Flush mounted sign
- Mobile marquee
- Projecting sign
- Off-property freestanding sign
- Roof mounted sign
- Other _____

FOR EVERY PROPOSED SIGN, ATTACH DETAILED DRAWINGS WHICH INCLUDE THE FOLLOWING INFORMATION AS APPLICABLE:

- Sign height from ground to top of sign
- Sign length and width
- Sign height from ground to bottom of sign
- Number of message faces
- Sign projection from wall to which it is attached
- Sign message for each face
- Type of illumination and electrical plans

COMPLETE ADDITIONAL INFORMATION ON THE REVERSE SIDE

PROVIDE THE NAMES OF THE FOLLOWING AS APPLICABLE:

SIGN COMPANY: _____ Phone #: _____

Address: _____ City: _____ State: ___ Zip: _____

ELECTRICIAN: _____ Phone #: _____

Address: _____ City: _____ State: ___ Zip: _____

S I T E P L A N

Draw a plan of the property **to scale**, including the following: (a larger plan may be substituted)

Check each item once you have included it in your plan.

- The names and locations of all adjoining streets and the locations of all right-of-way
- The location and dimensions of all lot lines, easements, underground utilities, etc.
- The location and dimensions of all **existing and proposed** buildings, driveways, and parking areas
- The distances between all lot lines and every building or structure, and between buildings
- The location of every sign and the distances between free-standing signs and property lines

YOU MUST ALSO SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

_____ The legal description for property in question

_____ Detailed plans and drawings for every sign

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HERewith, ARE TRUE AND ACCURATE. I HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF SWANSEA FOR THE PURPOSE OF INVESTIGATING THIS APPLICATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____