



Sign Permit

Permit #

Date:

Fee:

Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Contact: _____

Contractor

Name: _____

Address: _____

Phone: _____

Email: _____

Contact: _____

Address of Sign Location:

Tax Map

Zoning District: NC GC VCC MU-LI GI PUD LDR TVR

Sign Type: Wall Shingle Monument/Ground

Canopy Bracket Window

Sign Information:

Overall Size (Square Feet): _____

(_____ x _____)

Overall Height: _____ feet

Proposed Colors: (max 3 colors)

1.

2.

3.

Material: _____

Site Information:

Lot/Street Frontage: _____

Building Frontage: _____

Setback: _____

Existing Sign Information:

Business Name: _____

Size of Sign: _____ Sq Ft

Type: _____

Sign Location on building or property: _____

Text:

**Please complete the FRONT sheet of this application and provide the following.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- ▶ Filing Fees
- ▶ Three copies of plans for the signs that include:
 - **Site plan, drawn to scale**, containing the following information:
 - The location of all existing and proposed signs, including frontage and setbacks
 - Existing buildings, parking and circulation areas, adjacent streets
 - **For attached signs:**
 - Details indicating proposed sign area, graphic illustration and methods of illumination and attachment
 - **For free-standing signs:**
 - The location of proposed sign
 - Dimensioned elevations of the proposed free standing sign
 - Setback dimensions of existing and proposed signs
 - **Sketch of sign**
 - **Color photo**
 - Includes building upon which the sign is to be erected and immediately adjacent buildings

I hereby acknowledge that I have read this application and the attached instruction sheet and state that it is correct and agree to comply with all Village of Bergen Ordinances and Laws.

Signature of Applicant

Date

All sign ordinance information can be accessed on our website www.villageofbergen.com. If you require additional assistance or have questions, please call (585) 494-1513.