



SIGN APPLICATION

Project Name: _____

Project Address: _____ Parcel
Number(s): _____

Brief Description of
Project: _____

Land Use/Zoning
Designation: _____ Uptown District: ☐ Yes ☐ No

Applicant Name: _____
Representative
(if different): _____

Address: _____

Phone: _____ Email: _____

Send invoices to: _____

Address: _____ Email: _____

Property Owners
(if different): _____

Phone: _____ Email: _____

Contractor _____

Phone: _____ Email: _____

Contractor License _____ Expiration: _____

UBI# _____ Milton Business License: ☐ Yes ☐ No

CALCULATIONS

	Monument Sign	Wall Sign	Portable Sign	Accessory Sign	Electronic Sign	Freeway Sign
Number:						

Monument Sign Standards	Square footage of sign Area	Maximum Height	Minimum percentage of base width to sign width	Maximum Percentage of base area to sign area	Illumination
RS, RMD, MX	64 sf max	8 feet	40%	1:1	External Only
RM	64 sf max	12 feet	40%	1:1	External Only
B, CF, M-1, OS	32 sf – 64 sf	12 feet	40%	1:1	Night time: 100 nits

Monument Signs - one allowed per street frontage or one per entrance at least 250 feet apart.					
	Square footage of sign Area	Height of Sign with Base	% of base width to sign width	% of base area to sign area	Illumination?
1					
2					

Wall Sign Standards	Roof Signs - Maximum combined square footage of sign and structure	Maximum Total Area of Signage Allowed (whichever is greater)	Maximum Square footage of Individual Area	Illumination
RS, RMD, RM	Not Allowed	4 sf or 10%	32 sf	Night time: 100 nits
B, M-1	48 sf	48 sf or 15%	200 sf	Night time: 100 nits
MX, CF, OS	48 sf	48 sf or 15%	100 sf	Night time: 100 nits

Wall Signs - no limit within maximum total area of signs allowed					
	Type of Sign (wall, awning, roof, marquee)	Building Elevation and Façade Area (i.e., north – 336 sf)	Total Area of Signs per Elevation	Square Footage of Individual Sign Area	Illumination?
A					
B					
C					
D					

Other Signs – list type, size, and height		

REQUIRED DOCUMENTS

- ☐ Application
- ☐ Site Plan
- ☐ Sign Detail drawings
- ☐ Landscaping Plan (Monument Sign only)

- See MMC 17.50 for additional code requirements
- See Adopted Fee Schedule for permit fees

Digital Submission Preferred: Send Application to permits@cityofMilton.net. Once received we will send you the link and instructions to upload submittals. Other items may be requested.

CERTIFICATION

I, the undersigned, hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Milton, pursuant to the provision of the Milton Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____
(or authorized agent)