

CITY OF NEW CASTLE
SIGN PERMIT APPLICATION

Date: _____ Zone District: _____

Name of Business: _____ Telephone No.: () _____

Location of Property (address): _____

Property Owner: _____ Telephone No.: () _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant: _____

Applicant if not the owner: _____ Telephone No.: () _____

Address: _____

City: _____ State: _____ Zip: _____

Number of signs included in this application: _____

Is this application for: ☐ New Sign(s) ☐ Modification to existing sign(s)

Of what materials(s) is (are) the sign(s) constructed: _____

Is the sign: ☐ Permanent ☐ Temporary ☐ Freestanding ☐ Attached to a building

What is (are) the exact location(s) of the sign(s): _____

Size of sign(s): _____

Description of sign(s): _____

Type and location of illumination, if any: _____

Check each of the following words which describe your sign(s):

☐ Suspended ☐ Projecting ☐ Pennant ☐ Wall ☐ Window ☐ Flag ☐ Roof
☐ Canopy ☐ Temporary ☐ Marquee ☐ Banner ☐ Other _____

Type, number, and size of existing sign(s) on property: _____

Submit a detailed site plan and detailed drawing including the following information:

Number of all signs

Size of all signs

Description of signs

Height of signs from bottom edge of sign to ground level

Location of freestanding signs on property

Distance of edge of signs from property lines

Location of building signs attached on building

Property dimensions

Ground area of principal building

Building elevations - width and height dimensions

Street names

Cost of sign(s): \$ _____

Date: _____ Applicant: _____

*** FOR DEPARTMENT USE ONLY ***

SIGN PERMIT APPLICATION: ☐ APPROVED ☐ DENIED

SIGN PERMIT FEE \$ _____

BY _____

DATE _____

PERMIT NO. _____