

**TOWN OF WATERTOWN
APPLICATION FOR A SIGN PERMIT**

For Planning Board Use Only:

Tax Map Parcel No.: _____
Application Number: _____ Received by: _____
Sign Permit Application Fee \$ _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. The Planning Board stands ready to help you but you must furnish the information required before the Planning Board can take action on your application.

Sign Location: _____

Applicant: _____ **Owner of land where sign is location:** _____

Name: _____ Name: _____
Address: _____ Address: _____
Phone No.: _____ Phone No.: _____

For new signs, please provide the following:

Type of sign: _____ Wall mounted _____ Multi tenant _____ Monument _____ Roof mounted _____ Billboard
Sign area: _____ Sign height: _____ Total building frontage area: _____

For existing signs, please provide the following:

Work to be done: _____ Replacement _____ Removal _____ Repair _____ Alteration
Area of old sign: _____ Area of new sign: _____
Height of old sign: _____ Height of new sign: _____

Plot Diagram & Construction Details: show lot lines, road lines, buildings and sign location; show building elevations complete with window and door locations on those signs to be attached to buildings; show type, size, and methods of supports or anchors. *Indicate clearances and other pertinent information. Please attach any pertinent information and photographs or drawings.*

NOTE TO APPLICANT:

Before you submit this application for approval of a sign permit, **MAKE SURE** that all applicable requirements of the Town of Watertown Sign and Billboard Control Law have been met.

The undersigned hereby requests approval by the Town of Watertown Planning Board of the identified application for approval of a sign permit. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Watertown Sign and Billboard Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date: _____

Sworn to before me this _____
day of _____

Notary Public

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Sworn to before me this _____
day of _____

Notary Public

FOR PLANNING BOARD USE ONLY

Date

1. Application received by Enforcement Officer.....
2. Application referred to the Planning Board.....
3. Decision made on **Application for a Sign Permit**

_____ Approved

_____ Disapproved

Signature of Planning Board Chair

Date

4. Notice of decision given to enforcement officer.....