

CITY OF LAKE HELEN  
Building Department  
**Sign Permit Application**

Application Date: \_\_\_\_\_ Sign type:  Permanent  Temporary  
 Temporary exempt (15 sq ft or less)

**Owner Information**

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Billing Address (2 yr. renewal): \_\_\_\_\_  
\_\_\_\_\_

**New Sign Information**

Sign Location Address: \_\_\_\_\_

Tax Parcel ID Number: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Type of Business with which sign is associated: \_\_\_\_\_

Sign Type:

WALL  FREESTANDING  MONUMENT  BUILDING  
 AWNING  DIRECTIONAL  PROJECTING  OTHER \_\_\_\_\_

Illumination:

NON-ILLUMINATED  EXTERNAL  INTERNAL (letters only)  
 INTERNAL (cabinet)  OTHER \_\_\_\_\_

Total Lot Frontage Per Street: Street name: \_\_\_\_\_ Length: \_\_\_\_\_

Per Corner Street (if applicable): Street name: \_\_\_\_\_ Length: \_\_\_\_\_

Total Sign Dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_ Total Copy Area: Width \_\_\_\_\_ Height \_\_\_\_\_

Note:

- 1) Attach plot plan showing location of sign on the property including sign dimensions and setbacks.
- 2) Attach drawing or picture of proposed sign with all materials and specifications clearly marked.
- 3) Sign permits must be renewed every two years.
- 4) Temporary signs are limited to 30 days, renewable upon request for 30 additional days.

Fees:  New permanent sign: \$42.00 - \$25.00 biennial renewal fee.  New temporary signage: \$25.00  
 New exempt temporary signage: \$0

**Existing Sign Information**

Type of Sign(s): \_\_\_\_\_  
Permit Number(s): \_\_\_\_\_ Copy Area(s): \_\_\_\_\_

Site Plan:

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Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Location within the Gateway Corridors?  Yes  No

Sign Permit Issued?  Yes  No

Permit Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_