



FREESTANDING SIGN PERMIT APPLICATION

\$50.00 Application Fee per Sign

1 CHECKLIST:

___ Applicant has reviewed Article IX of the [Municipal Code](#) for all applicable sign regulations

___ Attached drawings show height, width and square footage of sign; and height of the sign letters
**Total height of sign is measured from average finished grade to the top of the sign, including the monument base, and the height and width of the monument base portion of the sign*

___ Attached landscape plan and site plan must show the location of the sign on the lot, including:

- distance from the sign to each property line;
- all existing easements;
- length of all street frontages between property lines;
- street names; and
- approximate location of existing freestanding signs along street

___ For a proposed Electronic Message Center, please review Sec. 16-9-60 of the Municipal Code
**Include notes on the sign drawing to reflect the criteria in this section*

___ Approval: *Owner/Landlord agrees that if the sign is in need of repair or if the building becomes vacated, owner shall repair, replace or remove the sign at the owner's expense.*

2 APPLICANT:

Name: _____ of: _____

Address: _____

Phone #: _____ Email: _____

BUSINESS:

Name: _____

Address: _____

Phone #: _____ Email: _____

3 Legal Description: _____

Total Square footage of building: _____ **Square footage of unit:** _____

Valuation of Sign:

Sign: Width _____ x Height _____ = _____ Total Square Feet

Monument: Width _____ x Height _____ = _____ Total Square Feet

Letter Height(s): _____ **Total Sign Height:** _____

Number of Adjacent Signs Existing on this Street Lot Frontage: _____

Sign Materials: _____

Illumination Type: _____

Sign Distances from Property Line(s): N _____ E _____ S _____ W _____

4 Signature: _____ **Date:** _____

Print Name: _____

(Please email completed application and materials to planningtechs@windsorgov.com)

Office Use Only		
ZONING:	TENANT CLASS. (SEC 16-2-20):	LANDLORD APPROVAL:
SUBAREA:	SQ.FT. OF BUILDING:	TOTAL LETTER HEIGHT(S):
STREET CLASS.:	TOTAL SIGN HEIGHT:	REVIEWER:

**FREESTANDING SIGN PERMIT APPLICATION
DRAWING AND SITE PLAN EXAMPLE**

