



# 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*

**2 APPLICANT (sign company):**

Name: \_\_\_\_\_ of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS (location of sign):**

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 Frontage:** \_\_\_\_\_

**Sign Materials:** \_\_\_\_\_ **Illumination Type:** \_\_\_\_\_

**Monument Materials:** \_\_\_\_\_

**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](mailto:planningtechs@windsorgov.com))

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

