

Town of Southwest Harbor

SIGN PERMIT APPLICATION FORM



Date Received: _____

Date Approved: _____

Application Fee: _____

Permit No # _____

Instructions: Complete pages 1 & 2. If Applicant is not the landowner, a letter of authorization from the landowner must accompany this application.

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Tel. No# _____

Business Name (dba): _____

Business Type: _____

Land Owner: _____
(If Different from Applicant)

Tax Map # _____ Lot # _____ Zone _____

I. List size {height x width} of sign(s). Do not include the structural support frame:

Proposed Sign(s)

1. _____ x _____ = _____ sq. ft.

2. _____ x _____ = _____ sq. ft.

3. _____ x _____ = _____ sq. ft.

Already existing sign(s)

1. _____ x _____ = _____ sq. ft.

2. _____ x _____ = _____ sq. ft.

3. _____ x _____ = _____ sq. ft.

4. _____ x _____ = _____ sq. ft.

II. Location of the proposed sign(s):

1. [] On top of building roof
2. [] On face of building wall
3. [] Hanging from building over walkway
4. [] One business free-standing next to road
5. [] Multi-business free-standing next to road

III. Setback distances of proposed sign(s):

	Sign 1	Sign 2	Sign 3
A. From centerline of road:	_____	_____	_____
B. From road edge:	_____	_____	_____
C. From front lot line:	_____	_____	_____
D. From side lot line:	_____	_____	_____

IV. Height of sign including structural support:

Sign 1	Sign 2	Sign 3
_____	_____	_____

V. Will sign have lighting or illumination of any type? _____

If yes, please describe. _____

And to the very best of my knowledge, all information is true and correct.

Signature

Date

Names and addresses of abutters (Including opposite side of road):

Map _____ Lot _____ 1. _____
 Map _____ Lot _____ 2. _____
 Map _____ Lot _____ 3. _____
 Map _____ Lot _____ 4. _____
 Map _____ Lot _____ 5. _____
 Map _____ Lot _____ 6. _____
 Map _____ Lot _____ 7. _____

Application reviewed by: _____ **CEO** _____ **Planning Board**

_____ **Approved**, subject to the following conditions: _____

_____ **Denied**, Reason for Denial _____

Date of Issuance of Sign Permit: _____

Inspections by CEO:

Interim: _____ Approved Date: _____
 _____ Not Approved Date: _____

Comments: _____

Final: _____ Completed _____ Under Construction _____ Not Started

Comments: _____

Signature: _____ CEO Date: _____