

## HISTORIC DISTRICT COMMISSION SIGN APPLICATION

Owner of Property \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Location of Property \_\_\_\_\_

Plat # \_\_\_\_\_ Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Building Frontage \_\_\_\_\_ feet

Type of Sign	Size of Sign *	Location of Sign	Material of Sign	Existing/Proposed	Colors	Font

\* Size of sign must be calculated in square feet.

**THE FOLLOWING MATERIALS MUST BE SUBMITTED WITH EACH APPLICATION:**

1. Photographs of the entire building site where the proposed signage will be located.
2. A scale drawing of the proposed sign with all wording that is to be contained on the sign.
3. If a sign is to be placed on a building, a scale drawing of the appropriate elevations showing the proposed sign.
4. If the sign is free standing, then the support must be documented, with elevations, by a drawing.
5. If a building has more than one tenant and the building requires more than 1 sign any application for signage must show all existing and proposed signage square footage calculations.
6. A check in the amount of \$25.00, made payable to the Town of New Shoreham.

\*\*Please plan to attend the meeting at which your application will be reviewed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of HDC Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken by HDC Board: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PLEASE NOTE\***

Once approved plans must be forwarded to the Building Department in order to obtain a valid Building Permit.