



# TOWN OF BELVILLE

## SIGN PERMIT / EXTERIOR CHANGE IN COMMERCIAL BUILDINGS APPLICATION

1. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
2. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
3. Zoning District of subject property: \_\_\_\_\_ 4. Tax Parcel Number : \_\_\_\_\_
5. Location of Sign: (Street) \_\_\_\_\_ Building Frontage (Feet) \_\_\_\_\_  
(Street) \_\_\_\_\_ Building Frontage (Feet) \_\_\_\_\_
6. Is sign located within a development with a Master Sign Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what development? \_\_\_\_\_
7. Type of Sign: Column \_\_\_ Ground \_\_\_ Wall \_\_\_ Projecting \_\_\_ Awning \_\_\_ Window \_\_\_
8. Total Square Footage of Sign: \_\_\_\_\_
9. Height of sign from ground level \_\_\_\_\_
10. Style of lettering will be: \_\_\_\_\_ Size of lettering will be \_\_\_\_\_ (inches)
11. Sign colors: Letters \_\_\_\_\_ Background \_\_\_\_\_  
Border \_\_\_\_\_ Mounting structure \_\_\_\_\_  
(Note that colors must be "nature blending".) Color Identification \_\_\_\_\_
12. Sign Materials: Sign Face \_\_\_\_\_ Letters \_\_\_\_\_



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Mounting structure \_\_\_\_\_

**NOTE: THE RELIEF ON SANDBLASTED SIGNS MUST BE AT LEAST 1/4" THICK**

13. Will there be external illumination? \_\_\_\_ Yes \_\_\_\_ No If yes type of illumination \_\_\_\_\_

**This application must be accompanied by two prints or ink drawings of the site plan (where the sign will be located according to the building or property) along with dimensions. Prints may be in color or in black and white along with color chips. The plans must include a scaled drawing or survey showing property lines, existing and proposed site improvements, the proposed sign location, and proposed landscaping. A photo of the property or building where the sign will be located must also be included.**

**No sign may be erected until the Code Enforcement Officer issues permit. All permits may be picked up within one week of approval of the issuing authority. All fees must be paid upon receiving of the permit.**

### FOR EXTERIOR CHANGES IN COMMERCIAL BUILDINGS:

Site Plan – Must include the site plan for the changes you will be making.

Elevation of Building: \_\_\_\_\_ Type of materials being used: \_\_\_\_\_

Color Chips: If changing any exterior color on the building. Color #1 \_\_\_\_\_

Color#2 \_\_\_\_\_

Description of changes being made: \_\_\_\_\_

**Must include photo of existing building.**

**FAILURE TO PROVIDE DETAILED DRAWINGS AND COLOR SAMPLES WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.**

### FEES

All fees must accompany this application. All fees are nonrefundable and subject to change.



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

Signature of Property Owner if not the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

*Date Application Was Received:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

*Date Paid:* \_\_\_\_\_ *Amount Paid:* \_\_\_\_\_ *CK #:* \_\_\_\_\_