



Sign Permit Application

City of Victor Municipal Code Title 10: Zoning, [Article 11: Site Development, Div. 11.3 - Signs](#)

Permit Number: _____

Date: _____

Name of Business: _____

Physical address of business: _____

Zoning District: _____ Is this a Home Occupation: _____

Width of building, in feet: _____

Name of Applicant or Owner's Representative: _____

• If applicant is other than the owner, a statement authorizing applicant to act as agent for the owner must accompany this application. See [Letter of Authorization](#).

Mailing Address: _____

E-mail Address: _____

Phone: _____ Cell: _____ Fax: _____

Street Address of Sign(s): _____

Property Owner's Name (if other than the applicant): _____

Mailing Address: _____

E-mail Address: _____

Phone: _____ Cell: _____ Fax: _____

SIGNAGE INFORMATION

Existing signage (if applicable):

	Sign Type (check box for indicating sign type)				Sign Dimensions	Sign Sq. feet	Sign Location
	Building Signs	Freestanding Signs	Entry Feature Sign	Sidewalk Sign			
Sign 1							
Sign 2							
Sign 3							
Sign 4							
Sign 5							
Sign 6							
Sign 7							

Total existing signage sq. feet: _____

Proposed new signage:

	Sign Type (check box for indicating sign type)				Sign Dimensions	Sign Sq. feet	Sign Location
	Building Signs	Freestanding Signs	Entry Feature Sign	Sidewalk Sign			
Sign 1							
Sign 2							
Sign 3							
Sign 4							
Sign 5							
Sign 6							
Sign 7							

Total proposed signage sq. feet: _____

Does any proposed new sign have structural components exceeding 6 feet in height?
YES NO

Required Application Materials:

All applicants must submit 1 paper and 1 digital copy of the following:

1. **Site Plan** to scale and with dimensions showing:
 - Building location and width of building
 - Location and dimensions of each **existing sign and sign structure** (if applicable)
 - Location of each proposed sign and sign structure
 - If the proposed signage includes freestanding, projecting, or portable sign(s) the **Site Plan** must also show:
 - Property Lines
 - Adjacent streets
 - Right-of-Way
 - Adjacent buildings

2. **Sign Design(s)** to scale, with dimensions, and in color indicating:
 - Dimensions of all sign faces
 - Descriptions of materials and colors to be used for sign and supporting structure, including all sign posts and hardware
 - For Sandwich-board signs also show:
 - Method of weighting or anchoring sign
 - Manner of construction
 - Method in which sign is attached to building (for signs that will be attached to building)

Application materials required for specific sign types:

Wall Signs attached to a building facade

1. **Elevation Plan(s)** in color, either drawn to scale or a photograph of the building façade, for each building façade a sign will be attached to showing:
 - Location(s) of the proposed new sign(s), with dimensions shown
 - Location of any existing sign(s) affixed to building that relates to the business of the applicant, with dimensions shown

Signs with lighting

1. **Lighting Plan** for the signage that indicates:
 - Location, type, and wattage of all sign lighting fixtures
 - Sign lighting must comply with the City of Victor’s Municipal Code, [Title 11: Site Development, Div. 11.43.18 – Sign Illumination and Div. 11.4 - Outdoor Lighting](#)

Freestanding, Sidewalk, and Entry Feature signs

1. **Site Plan** must also show:
 - The right-of-way
 - Location of proposed sign(s) with respect to adjacent structures and property lines

Multi-Tenant Buildings and Multi-Business Complexes

1. **Multi-Tenant Sign Plan** that indicates:
 - Size and location of all signs

*Only one (1) freestanding sign and (1) entry feature sign are permitted per property

* Individual tenants of a multi-tenant building or multi-business complex must subsequently receive permits for their individual signs, which must conform to the overall sign plan.

Note: A sign plan is required for all multi-tenant buildings and multi-business complexes. The plan must indicate size and location of all signs.

Signs over 6 feet in height that include structural components

1. **Building Inspector approval is required.**
 - Building Permit application

APPLICANT SIGNATURE, CERTIFICATION AND AUTHORIZATION:

Under penalty of law, I hereby certify that I have read and understand this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Victor Planning and Zoning Commission, or City Council, shall be truthful and correct. I agree to comply with all matters of this application and hereby authorize representatives of this City to enter the above-mentioned property for inspection purposes. I further agree and understand that no signage will be placed until all permits have been properly approved and authorized permits have been issued.

Applicant Signature: _____ Date: _____

Application and Approval Process:

Upon submission of a complete sign permit application, with payment, the application will be reviewed by the Planning and Zoning Administrator and the applicant will be notified of a decision within business 10 days.

Permit Application Fee:

Sign Permit	\$ 127.00
Total	\$ _____

Office Use Only

Permit Number: _____ Date application received: _____

Reviewed with applicant by _____ Date: _____
Signature

Planning and Zoning Administrator: _____

Comments: _____

Is there existing signage? YES NO

If so, when was the signage permitted? _____ N/A

Comments: _____

Reviewed by P&Z: _____ Date: _____

Reviewed by Public Works: _____ Date: _____

Permit Approved: YES ___ NO ___ CONDITIONS: YES ___ NO ___

Conditions: _____

Follow Up Inspections: _____ Date: _____