



SIGN PERMIT APPLICATION

Instructions

Contact the City of Watertown for Zoning District Regulations

This application must be completed in full and accompanied by all information, plans, and fees required by the Watertown City Council or it will be immediately returned. The application must contain ALL of the following items:

- **This Application Form:** Completed and properly signed
- **Application Fee:** \$100 for conforming signs / \$500 plus \$1,500 for sign regulation appeal
- **A Survey/Site Plan** showing the exact location of the sign on the site, including its position relative to buildings, structures, streets, alleys, sidewalks and property lines.
- **A Sign Plan** and specifications showing sign design, colors, construction materials, and dimensions.

General Information

Sign Location

Address:										
City:		State:		Zip:						
Zoning District:	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> C-1	<input type="checkbox"/> C-2	<input type="checkbox"/> CBD	<input type="checkbox"/> A-1	<input type="checkbox"/> PUD	<input type="checkbox"/> I-1
Work type:	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolish				
Sign type:	<input type="checkbox"/> Billboard	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Dynamic Display	<input type="checkbox"/> Freestanding Sign	<input type="checkbox"/> Other					
Building square linear footage:										
Total area of proposed sign:										
Total square footage of existing signs on site:										
Building materials of proposed sign:										
Will the sign be illuminated:	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Height of sign:										
Location of sign on property (<i>indicate setbacks from right-of-way lines</i>):										



General Information *(continued)*

Applicant

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Signature

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this sign application will be my responsibility.

Applicant

Signature:		Date:	
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Office Use Only

Fee:		Receipt Number:		Date Received:	
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SETBACKS

Actual:	Front:	<input type="text"/>	Rear:	<input type="text"/>	Side:	<input type="text"/>	Side:	<input type="text"/>
Required:	Front:	<input type="text"/>	Rear:	<input type="text"/>	Side:	<input type="text"/>	Side:	<input type="text"/>

Sign square footage allowed:	<input type="text"/>	Applicable code:	<input type="text"/>
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CALCULATIONS

Sign square footage, proposed Sign A:	
Sign square footage, existing Sign B:	
Sign square footage, existing Sign C:	
Sign square footage, existing Sign D:	
Total sign square footage of existing signs:	(B+C+D)
Total sign area	(A+B+C+D)

Approved by:	<input type="text"/>	<i>Administrator / City Planner</i>
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