

**VILLAGE OF ANGEL FIRE
REQUIRED SUBMITTALS CHECKLIST
FOR A SIGN / BANNER PERMIT**

_____ **SIGN PERMIT APPLICATION**

_____ **SIGN PERMIT FEE**

_____ **A COPY OF THE SIGN PLANS & SPECIFICATIONS TO
INCLUDE BUT NOT LIMITED TO DIMENSIONS,
MATERIALS, COLORS, LETTER SIZES, DETAILS OF
CONSTRUCTION, LOCATION ON BUILDING OR LOT**

_____ **WRITTEN EXPLANATION FOR REASON OFF-
PREMISE SIGN REQUEST IS NECESSARY**

_____ **IF FOR BANNERS, STREAMERS OR PENNANTS, ONE
COPY OF PLANS TO INCLUDE BUT NOT LIMITED TO
DIMENSIONS, MATERIALS, COLORS, LETTER SIZES,
DETAILS OF CONSTRUCTION, LOCATION ON
BUILDING OR LOT**

**VILLAGE OF ANGEL FIRE
SIGN PERMIT APPLICATION**

This application must be completely filled out. Incomplete applications will not be considered.

Owners Name: _____ Date: ____/____/____

Mailing Address: _____

Daytime. Ph: (____) _____ Current Zoning of Property: _____

Business Name: _____

Street Address: _____

Business Registration #: _____ Issue Date: _____

Type of Sign(s): Freestanding Attached Projecting Hanging Off premise
If off premise, attach explanation, warrenty deed of property which sign will be located on, and a letter of approval from said property owner.

Temporary Sign or Banner : _____ Sq. ft. of Banner(30 sq ft max): _____

Dates to be displayed: _____ to _____

Banners and Temporary Signs are to be requested for a time period of up to 60 days per calendar year, with a maximum of 30 continuous display days.

Existing Signage:

Number of existing signs: _____ Total sq. ft. of existing signage: _____

Sq. ft. of building front for business (if requesting a sign for an office, only include sq. ft. of office front in question): _____ **(required informantion)**

Signage Requested:

Number of signs: _____ Sq. ft. of 1st sign: _____ Type of 1st sign: _____

Sq. ft. of 2nd sign: _____ Type of 2nd sign: _____

Total sq. ft. of signage requested: _____

Total sq. ft. of signage (present and requested): _____

General Contractor: _____ Phone: _____

Address: _____ License: _____

Note: One copy of the sign plan and specification to include but not limited to dimensions, materials, lighting, colors, letter sizes, details of construction, location on building and/ or lot. If sign is free standing, specify supports, type and size.

Fees: Per permanent sign \$2.00/ sq ft _____ Per banner or other \$25.00 _____

SIGNATURE OF OWNER

Check #: _____ Date: _____ Amt.\$ _____

Approved/ Denied By: _____ Date: ____/____/____

Any violations of the Ordinance is subject to a standard violation fine of \$500.00 per violation, each day is considered a separate violation

Sign Matrix

			Free Standing Signs (on premise)	Attached Signs	Hanging or Projecting Signs	Sandwich Board Signs
Stand Alone Building	Building/Business	1 street front	32 sf	80 sf	4 sf	8 sf
		2 street fronts	2 @ 32 sf (1 per Street front)	80 sf	4 sf	8 sf

* Stand alone buildings with side or rear parking Lot may have an additions 16 sf attached sign and sandwich board sign is 8 sf.

			Free Standing Signs (on premise)	Attached Signs	Hanging or Projecting Signs	Sandwich Board Signs
Building Complex	Building	1 street front	75 sf			
		2 street fronts	1 @ 75 sf OR 2 @ 60 sf (1 per ST)			
	Each Business	1 street front		32 sf	4 sf	4 sf
		Side or rear Parking		32 sf	4 sf	8 sf

* Business Complex with side or rear parking Lot may have an additions 16 sf attached sign per business and sandwich board sign is 8 sf per business.