

City of Swan Valley

Sign Permit Application

It is the desire of staff to process your request for a sign in a timely manner. Please complete the application in full and provide the requested attachments to prevent any delay. You are encouraged to discuss your application with Planning Staff prior to submittal. Upon completion of a review by staff.

APPLICANT INFORMATION:

Representing Company:		
Company Name:		Phone:
Address:		Fax:
City:	State:	Zip:

OWNER INFORMATION (IF OTHER THAN APPLICANT)

Name:		Phone:
Address:		
City:	State:	Zip:

PROPERTY FOR CONSIDERATION

Site Address:
Current Zone:
Legal Description (i.e. Addition, Division No., Lot, Block):
Building Size:
Square Feet of building:
Front Footage of parcel:

NATURE OF REQUEST:

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SIGNATURE OF APPLICANT(S):

	Date:
	Date:

SKETCH PLAN:

Please attach a sketch of your proposal/plot plan in the requested format and with the following information:

1. Minimum size of 8 1/2 "x 11" drawn to scale.
2. Show north arrow and scale at which the plan is drawn (not to be less than 1"=30')
3. Perimeter and dimensions of the entire property including acreage/square footage.
4. Names and location of all bordering streets.
5. Identify the location of all easements and/or right-of-ways.
6. The use, location and dimension of all present and proposed structures and/or additions, including the distance from all structures to the property lines.
7. Square footage of all buildings or structures on the property involved.

ATTACH DRAWING OF SIGN WITH DIMENSIONS

Sign Permit is \$50.00

Office Use Only

Fee: \$	Date:	Received by:
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