

**APPLICATION FOR SIGN ERECTION OR ALTERATION PERMIT**

“It is understood that any permit will not grant any right or privilege to erect any sign or structure or to use any premises herein described for any purpose or in any manner prohibited by (The Lewisburg Zoning Ordinance.)”

Owners Name: \_\_\_\_\_ Owners Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**A. General Information and Required Attachments (Ref.: Zoning Ordinance, Article X)**

- 1. Excerpts from the Sign ordinance are printed on the back of this form.
- 2. Attach a site plan, to scale, showing sign locations, property lines and building dimensions.
- 3. Submit a sketch or drawing to scale showing sign dimensions, sign content, and for ground signs-landscaping.
- 4. The fee is \$5 for the first sign and \$10 for each additional sign.
- 5. All signs are subject to Business & Occupation Tax.

**B. Information Required for All Signs**

- 1. Location of sign? (Address) \_\_\_\_\_
- 2. Location of sign on building or property? (Sketch on A-3 above) \_\_\_\_\_
- 3. Size and square footage of requested sign? \_\_\_\_\_
- 4. Type of Sign? (Projecting, wall, ground, roof, temporary, awning) \_\_\_\_\_
- 5. Materials used? (Wood, metal, plastic, etc) \_\_\_\_\_
- 6. Illuminated? If so, how? \_\_\_\_\_
- 7. Sign-maker: Name and phone number: \_\_\_\_\_
- 8. Existing signs, if any \_\_\_\_\_
- 9. Square footage of existing sign(s) by type? \_\_\_\_\_
- 10. Total Value of project: \_\_\_\_\_

**C. Additional Information Required by the Historic Landmark Commission (applicable only in the Historic District)**

- 1. The sketch of the sign must show colors. It can be a colored sketch or labeled and include sampler color plates or color chart.
- 2. Colored sketch(s) or photograph(s) of the building façade as visible from all public ways. This is the building that the sign will be placed on or near.

**D. Record of Action by Zoning Administrative Officer**

- 1. Application and fee received on \_\_\_\_\_, 20\_\_\_\_. Fee Amount \$ \_\_\_\_\_
- 2. Sign Erection or Alteration Permit Issued and Certified \_\_\_\_\_, 20\_\_\_\_\_.
- 3. Sign Erection or Alternation Permit Denied on \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Chairman, Historic Landmark Commission

Zoning Administrative Officer

Date: \_\_\_\_\_, 20\_\_\_\_\_

City of Lewisburg, West Virginia

Any sign permit application requiring the Historical Landmarks Commission’s approval must be filed at City Hall two weeks prior to the regular meeting or the permit application will not be considered.

This permit is **VOID** if the sign is not erected within six months of approval.