



Sign Permit

Permit #
Date:
Fee:

Applicant
Name: _____
Address: _____ _____
Phone: _____
Email: _____
Contact: _____

Contractor
Name: _____
Address: _____ _____
Phone: _____
Email: _____
Contact: _____

Address of Sign Location:							
Tax Map #							
Zoning District:	C1	C2	Industrial	PUD	R1	R2	R3
Sign Type:	Wall	Shingle	Canopy	Monument/Ground			
	Bracket	Window	Sidewalk				

Sign Information:
Overall Size (Square Feet): _____ (_____ x _____)
Overall Height: _____ feet
Proposed Colors: (max 3 colors)
1.
2.
3.
Material: _____

Site Information:
Lot/Street Frontage: _____
Building Frontage: _____
Setback: _____
Existing Sign Information:
Business Name: _____
Size of Sign: _____ Sq Ft
Type: _____

Sign Location on building or property: _____

Text:

Will the sign use electric to be externally illuminated: YES NO

**Please complete the FRONT sheet of this application and provide the following.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

▶ Filing Fees

▶ Three copies of plans for the signs that include:

- **Site plan, drawn to scale**, containing the following information:
 - The location of all existing and proposed signs, including frontage and setbacks
 - Existing buildings, parking and circulation areas, adjacent streets
- **For attached signs:**
 - Details indicating proposed sign area, graphic illustration and methods of illumination and attachment
- **For free-standing signs:**
 - The location of proposed sign
 - Dimensioned elevations of the proposed free standing sign
 - Setback dimensions of existing and proposed signs
- **Sketch of sign**
- **Color photo**
 - Includes building upon which the sign is to be erected and immediately adjacent buildings

I hereby acknowledge that I have read this application and the attached instruction sheet and state that it is correct and agree to comply with all Village of Bergen Ordinances and Laws.

Signature of Applicant

Date

All sign ordinance information can be accessed on our website www.villageofbergen.com. If you require additional assistance or have questions, please call (585) 494-1513.