

TOWN OF BEECH MOUNTAIN SIGN PERMIT APPLICATION

Application Date: _____

1. Applicant Name: _____

_____ Owner _____ Tenant _____ Manager _____ Agent

Address: _____

Name of Business (if applicable): _____

Phone Number: _____ Email: _____

Address of Sign: _____

2. Total Square Footage of Sign: _____

Height of Sign Top from Ground Level: _____

Sign Lettering (check as appropriate): Routed: ____ Carved: ____

Sandblasted: ____ Raised: ____ Other 3-D method (specify) _____

Sign Materials: Sign Face _____ Letters _____

Mounting Structure: _____ Attached to building? _____

External Illumination? ____ Yes ____ No _____ Type

Intended Duration of Display:

- Permanent
- Permanent sign for the recurring, periodic display of information that may be modified regularly (Accessory signs for the advertisement of specials or of open/closed status are generally in this category).
- Less than one year but typically greater than 14 days. (Examples in this category commonly include, but are not limited to, **real estate signs** and signs erected during the duration of a construction project). *** Permits in this category are valid from April 1st to April 1st each year. Therefore, a permit obtained in March would have less than one month of validity.**
- Not greater than 14 days. (These signs often are in the form of banners). ** *These signs may not be erected more than 4 separate times a year on a property.*
- Less than 48 hours. (Temporary directional signs to an unusual event are often in this category). *** *A permit is not required for this type of sign but certain standards and restrictions apply. See the Planning and Inspections Dept. for more information.*
- Transitional sign. (A sign erected for up to 6 months while a permanent sign is being created).

(Please note that there are different requirements for each of the above categories of signs. If a sign is erected for longer than its intended duration of display as certified above, it must meet the standards and receive a permit for the appropriate category).

Number and description of existing signs on the premises:

3. To assist the Town of Beech Mountain in reviewing your application, please attach to this application your sign drawn as accurately as possible to scale showing all dimensions, copy layout, colors to be used, and materials used in sign fabrication. *It is preferable that you bring the sign into the office when applying for a permit so it can be reviewed.*

Signature of Applicant: _____ **Date:** _____

Office Use Only

Zoning District: _____

Sign Type based on duration of display: _____

For Permanent Signs attached to buildings, percentage of building façade covered: _____

For Permanent Signs in the R3A District, number of dwelling units to which sign pertains: _____

Total sign size allowable for this type of sign in this zoning district: _____

For Temporary Signs, number of times such a sign has been erected on this property over the past year: _____

Sign Permit Application

- Approved
- Disapproved due to : _____

By: _____ Date: _____

Sign Permit Number: _____

Town Processing Fee Received By: _____ Date: _____