

**TOWN OF WATERTOWN  
APPLICATION FOR A SIGN PERMIT**

**For Planning Board Use Only:**

Tax Map Parcel No.: \_\_\_\_\_

Application Number: \_\_\_\_\_ Received by: \_\_\_\_\_

Sign Permit Application Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

Complete all parts of this application form. The Planning Board stands ready to help you but you must furnish the information required before the Planning Board can take action on your application.

Sign Location: \_\_\_\_\_

<b>Applicant:</b>	<b>Owner of land where sign is location:</b>
Name: _____	Name: _____
Address: _____	Address: _____
Phone No.: _____	Phone No.: _____

**For new signs, please provide the following:**

Type of sign: \_\_\_ Wall mounted \_\_\_ Multi tenant \_\_\_ Monument \_\_\_ Roof mounted \_\_\_ Billboard

Sign area: \_\_\_\_\_ Sign height: \_\_\_\_\_ Total building frontage area: \_\_\_\_\_

**For existing signs, please provide the following:**

Work to be done: \_\_\_ Replacement \_\_\_ Removal \_\_\_ Repair \_\_\_ Alteration

Area of old sign: \_\_\_\_\_ Area of new sign: \_\_\_\_\_

Height of old sign: \_\_\_\_\_ Height of new sign: \_\_\_\_\_

**Plot Diagram & Construction Details:** show lot lines, road lines, buildings and sign location; show building elevations complete with window and door locations on those signs to be attached to buildings; show type, size, and methods of supports or anchors. *Indicate clearances and other pertinent information. Please attach any pertinent information and photographs or drawings.*

**NOTE TO APPLICANT:**

Before you submit this application for approval of a sign permit, **MAKE SURE** that all applicable requirements of the Town of Watertown Sign and Billboard Control Law have been met.

The undersigned hereby requests approval by the Town of Watertown Planning Board of the identified application for approval of a sign permit. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Watertown Sign and Billboard Law. I certify that the application information is complete and I believe all information given to be true.

\_\_\_\_\_  
**Signature of Applicant**

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_

\_\_\_\_\_  
**Signature of Landowner**

(If Applicant is not Landowner)

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
*Notary Public*

