

**Town of Onancock  
Sign Permit Application**

This permit is required per Section 38-406 (c). Article XI of the town zoning ordinances lists all permitted and excluded signs.

**Applicant Information**

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

Contact Name: \_\_\_\_\_

Street address: \_\_\_\_\_

Tax Map, Parcel ID, or GPIN: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Linear feet of street frontage \_\_\_\_\_

Square feet of Windows \_\_\_\_\_

**Note:** Please include all proposed signage for all businesses located on this tax parcel in your project description.

**Project Description**

## Property Owner Information

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Building Mounted Sign Details

Type *	Sq. Feet	Ground Height	Lighted	Qty

## Window Signs

Window Sq. Feet	Sign Sq. Feet	Lighted	Qty

**Sketch** - draw a rough sketch of the building showing where signs will be displayed.



**Permit Fee Information**

The fee to process a Sign Permit Application is \$50.00 plus any required advertising. Advertising is required when a public hearing is required.

**Project Submittal Application**

I, \_\_\_\_\_, certify that the information included in this application is correct and that I have the authority to submit this application on behalf of the property owner.

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Approval**

I, \_\_\_\_\_, certify that the application and its submittals have been reviewed against current code and field verified and I approve the application.

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Jurisdiction: \_\_\_\_\_

**Permit Denial**

I, \_\_\_\_\_, certify that the application and its submittals have been reviewed against current code and field verified and I deny the application for the reasons detailed below.

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Jurisdiction: \_\_\_\_\_

***For Town Use Only: Fee received (date, check #)***