



SIGN PERMIT APPLICATION

What is needed to be submitted:

Façade Sign:

1. Photo of the site which will show all existing signage, signs that are being removed and signs being installed.
2. Set of plans which show the length, width, height, area, how it is to be attached (detail), how it is to be illuminated and the location on the building.

Free Standing Signs:

1. A plan showing the length, width, height, area, how it is to be installed (footings, engineered design) and any illumination.
2. A site plan to scale, which will show the location of the sign and the building for which it will serve. Address is to be shown on the top of the sign.

All Other Signage:

1. A plan which will show the length, width, height, area how it is to be attached (detail) any illumination and the location on the building and/or land.
2. All Signage that is not owned by the applicant **MUST** include a letter from the landlord.
3. Further information about signage can be found on the Town of Ashland website under the Town of Ashland Zoning Ordinances, section 5.3 "Signs".