



# Sign Permit

<b>Permit #</b>
<b>Date:</b>
<b>Fee:</b>

<b>Applicant</b>
Name: _____
Address: _____ _____
Phone: _____
Email: _____
Contact: _____

<b>Contractor</b>
Name: _____
Address: _____ _____
Phone: _____
Email: _____
Contact: _____

<b>Address of Sign Location:</b>								
<b>Tax Map #</b>								
<b>Zoning District:</b>	NC	GC	VCC	MU-LI	GI	PUD	LDR	TVR
<b>Sign Type:</b>	Wall	Shingle	Monument/Ground					
	Canopy	Bracket	Window					

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

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

Sign Location on building or property: \_\_\_\_\_

Text:

**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](http://www.villageofbergen.com). If you require additional assistance or have questions, please call (585) 494-1513.