

TOWN OF NEWTON GROVE  
**SIGN PERMIT APPLICATION**  
PLANNING DEPARTMENT



Please Note: All sign require building permits before being constructed, this included wall and freestanding signs.

**A. APPLICANT/OWNER REPRESENTATIVE INFORMATION**

**Applicant Contact Information:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner Contact Information (if different from applicant)**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Sign Contractor Information**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**B. PROPERTY AND SIGN INFORMATION**

1. Exact location of sign(s): \_\_\_\_\_
2. Zoning district: \_\_\_\_\_
3. Number of signs and type to be installed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Total area of each sign: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Will the sign be illuminated or have moving elements? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_
6. Will the sign be permanently anchored to the building or ground? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. SUBMITTAL PROCEDURE

All sign permit applications shall provide:

- 1) A site plan of the premises showing the location of all structures, existing signs on premises, and proposed sign(s). Include distances from property lines.
- 2) Show dimensions of all signs, buildings (height and width) and premises.
- 3) Draw proposed sign(s) in detail, showing the height, dimensions, and proposed copy.

**Please note the information below:**

No person shall construct, relocate, erect, alter or otherwise maintain a sign without first obtaining a permit from the Administrative officer.

Sign Permit Application Fee: \$50

All signs shall comply with Section 11, Signs, of the Town of Newton Grove Zoning Ordinance.

## C. SIGNATURES

**I hereby acknowledge that this application is correct and I agree to comply with all Town of Newton Grove Ordinances regarding signs. I understand that this sign should not be erected without full knowledge and agreement of the property owner. Finally, I hereby authorize on-site review by authorized staff.**

\_\_\_\_\_  
Signature of Property Owner, Application, or Authorized Representative

\_\_\_\_\_  
Date

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OFFICIAL USE ONLY

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_