



PORTABLE SIGN APPLICATION

TOWN OF MONROE
PLANNING and ZONING DEPARTMENT
7 Fan Hill Road, Monroe, CT 06468
(203) 452-2812

ZSP- _____
Permit Fee: \$100.00

INSTRUCTIONS

Fees: Application fee—\$100; Fee payable to "Town of Monroe." Before submitting the application, consult Article 6.3 of the Zoning Regulations for specific requirements regulating the design and placement of signs. Incomplete or inaccurate information will result in rejection of the application. Application must be submitted with professionally prepared rendering.

Portable Sign Permits are issued for an operating period of one (1) calendar year, from January 1 to December 31, or portion thereof. New applications submitted after January 1 of each year shall expire December 31 of said year. Portable Sign Permit Applications must be approved by the owner of the property.

Answer each of the following items— DO NOT leave any item blank—Complete application by typing or legibly printing in ink.

The sign permit will be issued to the business identified below, regardless whether that entity is or is not the applicant. It is recommended that the business owner be the end user for the sign (i.e., business owner or operator, or similar responsible party).

PERMIT INFORMATION

Business Owner's Name _____ Business Owner's Address _____

Contact Phone _____

Name of Business to be Identified _____

Complete Address where sign to be installed _____

Assessor's Property Identification

Number(map/lot) _____ Zoning District _____

Applicant

Name _____

Applicant Address _____ Phone _____

Is applicant sign fabricator/installer? If no, provide name, address & phone # of fabricator/installer

SIGN INFORMATION

Include drawing with contents and site plan showing location of sign(s).

Sign is

- NEW
- RENEWAL
- ALTERATION

Number of Signs

- (1) one
- (2) two

Sign is

- SINGLE SIDED
- DOUBLE SIDED

Height & Width Dimensions: _____

Total Square Footage: _____

I hereby certify that I am making this application on behalf of and with the full authority of the owner of the property or premises and am aware of the Zoning Regulations pertinent to the application and that the statements and information provided are accurate and true. Further, the undersigned hereby authorizes the Town of Monroe and its agents, to access the premises during normal business hours or hours of construction for the purpose of inspection of improvements and enforcement of the Zoning Regulations.

Signature of
Applicant _____ Date _____

Signature of Property
Owner _____ Date _____

ZEO Approval
Signature _____ Date _____

Expiration Date of Portable Sign _____