

Date of Submission _____

**SIGN APPLICATION
VILLAGE OF OLYMPIA FIELDS**

PART I

Business Name: _____

Address: _____

Contact Name: _____ Telephone: _____

Is your business located in P.U.D. (Planned Unit Development)? Yes No

If yes, please circle PUD:

Governors Office Park ◆ Olympia Corners ◆ Olympia Square ◆ Butterfield Plaza

PART II

Type of Sign:

Permanent

Temporary to be displayed from _____ to _____

Sign Type:

Freestanding (must include plat of survey including location of sign)

Wall-mounted (must include drawings showing building elevation and location of sign)

Banner

Window Sign

Other (describe): _____

Sign company: _____

Phone Number: _____ Contact Person: _____

PART III

Dimensions of the sign

Depth: _____feet _____inches

Length: _____feet _____inches

Height: _____feet _____inches

Percentage of store front: _____%

PART IV

Sign Dimensions/Lighting

Must include drawing /blueprints submitted are drawn to scale and show dimensions (all sides)

Must include drawings/blueprints submitted provide materials used (i.e., anonized lighting/neon lighting)

PART V
Lettering

Line #1 _____

Letter Height: _____ Letter Width: _____ Letter Depth: _____

Color(s) (1) _____ (2) _____

Materials Used: _____

Line #2 _____

Letter Height: _____ Letter Width: _____ Letter Depth: _____

Color(s) (1) _____ (2) _____

Materials Used: _____

Line #3 _____

Letter Height: _____ Letter Width: _____ Letter Depth: _____

Color(s) (1) _____ (2) _____

Materials Used: _____

*****SUBJECT TO APPROVAL OF SIGN COMMISSION*****

(FOR OFFICE USE ONLY)

Approved

Denied

Date: _____

Fee: _____

Sign Commission Chair

Building Department

Sign Permit # _____

Permit Expires: _____