

WINTHROP SIGN PERMIT APPLICATION – One Sign

FILL OUT ONE APPLICATION FOR EACH SIGN (or group of similar signs)

Business Name _____

Business Address _____ **Zoning** _____

Contact Name _____ **Number** _____

Fee Paid: _____

Sign Proposal:

Briefly describe the proposed sign, its purpose, materials used, & construction (painted, carved, stained, etc.)

The Westernization sign ordinance is online at www.codepublishing/WA/Winthrop. Please review code 15.08.250

1. All Signage will incorporate at least four elements:

- ☐ Three or more colors
- ☐ Varying Fonts (size, style, italics)
- ☐ Letter shadowing
- ☐ Letter outlining
- ☐ Painted framing
- ☐ Images, pictorial, and/or decorative elements
- ☐ Transparent faded, color-washed over newer color

2. Sign dimensions: (show on drawing also) Height: _____ Width: _____

3. Type of Sign:

- ☐ Hanging ☐ Painted directly on building ☐ Projecting from building ☐ Freestanding
☐ Portable ☐ Temporary banner

4. Connection Method:

- ☐ Painted directly on the building
- ☐ Mounting hardware: _____
 - ☐ Wood
 - ☐ Ferrous metal, painted non-gloss or rusted

5. Sign Lighting:

- ☐ Not illuminated
- ☐ Pre-existing lighting
 - ☐ Photo of lighting fixture attached
- ☐ New lighting
 - ☐ Photo of lighting fixture plus a drawing of location relative to sign and to building attached

(Continued)

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6. **Color and Design:** Approved colors available at Town Hall
- Attach 2 detailed, colored drawings to scale, showing approved colors.
- May be computer generated.
- Include color numbers and provide paint chips for each.

7. **Lettering Fonts:** Approved fonts are available at Town Hall.
- Attach a copy of each font used.

Font name: _____ Font name: _____

Font name: _____ Font name: _____

8. **Sign Type and Location:**

- *Sign painted directly on the building*
 - Attach an accurately scaled drawing or current photo of the entire building's face showing the proposed sign.
 - Show building face measurements, including the sidewalk or ground line to roof peak.
 - Sign projects from building
 - Attach an accurately scaled drawing or current photo of the entire building face showing the proposed sign and hanging structure. Show:
 - Distance sign will project from the building face
 - Distance any supporting structure will project from the building
 - Distance any sidewalk or ground-line to the bottom of the sign
- *Sign is freestanding*
 - Attach site plan: Distance of proposed sign location to property lines, structures, streets, driveways, and other features.
 - Show sign structure: Accurately scaled drawing or current photo of the entire sign mounting structure showing the proposed sign and all existing signage.
 - Show existing signs
 - Show Structure: overall measurements
 - Show the distance from the sidewalk or ground line to the peak of the structure
- *Sign is a banner*
 - A banner may be used annually or seasonally for 2 weeks without re-application
 - Attach a photo or accurate drawing of the banner including font names and color numbers.
 - Include a description or drawing of where the banner will be mounted.