

TOWN OF CARTHAGE
314 Spring Street, Carthage, TN 37030
(615) 735-1881

APPLICATION FOR SIGN PERMIT

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____

PROPERTY OWNER WHERE SIGN WILL BE LOCATED

Name: _____ Phone: _____

Address: _____

BUSINESS WHERE SIGN WILL BE LOCATED

Name: _____ Phone: _____

Address: _____

PROPERTY WHERE SIGN WILL BE LOCATED

Property Map: _____ Grp: _____ Ctrl Map: _____ Parcel: _____ City Zoning District: _____

ENTITY INSTALLING, REPAIRING, ALTERING, REFACING, OR RELOCATING SIGN

Name: _____ Phone: _____

Address: _____

MANUFACTURER OF SIGN

Name: _____ Phone: _____

Address: _____

TYPE OF APPLICATION

- Application for:
- New Sign Install
 - Repair Sign
 - Replace Sign
 - Alter Sign
 - Reface Sign
 - Relocate Sign
 - Temporary Sign Remaining on Property Past 21 Days
 - Other _____

How sign is identified (letter, number, etc.) on submitted Site/Sign Plan: _____

Type of Proposed Sign:

- Sidewalk Awning or Canopy Banner Channel/Dimensional Letter EMC⁽¹⁾
- Lawn/Yard Marquee Mobile⁽²⁾ Monument Mural Pole Projection
- Roof Wall Window Other _____

⁽¹⁾ If proposed EMC sign:

- Is there documented proof of compliance with the illumination measurements as required by Zoning Code 11-605.5G.2.e Yes No

⁽²⁾ If proposed sign is Mobile Sign:

- Are any other Mobile Signs currently on property? Yes No
- Have there been any Mobile Signs on this property within the current calendar year? Yes No
- If Yes, how many separate times within the current calendar year _____
- Date the last time a Mobile Sign was located on property _____

Is this a Nonconforming sign? Yes No

Type of Illumination of Sign:

- Back-Lit Reverse-Lit Halo Up/Down-lighting EMC None
- Other _____

Installation/Construction Information:

- Will the sign use electricity in any way OR will there be any electrical wiring or connections required for installation or use? Yes No
 If Yes, is the sign approved by Underwriters Laboratory? Yes No
 If Yes, please indicate UL # _____
- Will sign be physically attached to a building? Yes No
- If freestanding, will sign require a footing for installation? Yes No

Measurements:

Indicate measurements of all sign faces if sign is a multiple-faced sign

(1) Sign Face Height _____ X Width _____ = Sign Face Area _____ sq. ft.

(2) Sign Face Height _____ X Width _____ = Sign Face Area _____ sq. ft.

(3) Sign Face Height _____ X Width _____ = Sign Face Area _____ sq. ft.

Height of Sign _____ ft.

Estimated Cost of Project (including signs, labor, and tax) _____

Signature of Applicant

Date

The Application for Sign Permit shall be accompanied by a Site/Sign Plan Drawing and other documents which shall include the following information and must be submitted for review and approved by the Carthage Municipal Planning Commission prior to a Sign permit being issued:

- **Show Engineer, Architect, and/or Surveyor responsible for the plans.**
- **Show boundaries of the lot(s) proposed for location. All adjoining property lines should also be shown.**
- **Show and label all existing ingress, egress, right-of-ways, easements, and sidewalks for lot(s) (if applicable).**
- **Show the location of the proposed sign(s), including specific dimensions from property lines, setbacks, building lines, buildings, other signs, parking areas, and other structures.**
- **Show the vision clearance triangle (a.k.a. Sight Triangle) for the specific property at intersections with streets and driveways (if applicable).**
- **Provide drawing with details regarding the width, depth, and height of the sign, including materials and colors for all elements of the sign.**
- **Provide an estimate of the cost of sign(s) to be erected, placed, repaired, altered, refaced, or relocated.**
- **Show all distances and angles between multiple signs mounted on the same sign mounting structure.**
- **Show any landscape material or structure that may be associated with any sign structure, including plants, planting bed/planters, retaining wall areas, bases, pedestals, etc.**
- **Show dimensions for the façade, building wall, window, awning, or roof surface upon which the sign(s) will be placed (if applicable).**
- **Show distance of projection from mounting surfaces and clearance to the ground for all projection, awning, or marquee signs, or any sign that may overhang property.**
- **Show the types of illumination for any sign(s) that are allowed to be illuminated.**
- **Show any sign(s) that require any electrical wiring or connection and proof of sign approval by Underwriters Laboratory.**
- **Show, in detail, all methods of attachment of any sign(s) that will be attached to buildings.**
- **Show, in detail, the methods of footing and attachment of any freestanding sign(s) that are over ten (10) feet in height and/or have sign face area over forty (40) square feet.**
- **If applicable, list any variance that may have been granted by the Carthage Board of Zoning Appeals shall be listed along with the date of the meeting/hearing.**
- **Additional plans may be required by other municipal officials in addition to the requirements of the Planning Commission prior to sign construction /modifications, etc.**