

# Corporation of Harpers Ferry

*"Listed on the National Registry of Historic Places"*

**1000 Washington Street • P.O. Box 217 • Harpers Ferry, West Virginia 25425**

**304-535-2206 • Fax: 304-535-6520**

## SIGN PERMIT APPLICATION

<b>Applicant</b>	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. I understand that (1) town staff may visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this application, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested shall require the express written approval of the Ordinance Compliance Officer or the Mayor's designee.  _____ Signature of Applicant <span style="float: right;">_____</span> Date
<b>Owner</b>	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	
<b>Business or Organization</b>	Name _____ Street Address _____ City _____ State _____ Zip _____ Telephone _____	The number of existing permanent signs for this establishment includes: _____ <b>Identification Signs</b> (maximum one per frontage with customer entrance) _____ <b>Information Signs</b> (maximum 3 total) _____ <b>Merchandise Signs</b> (maximum 2 total)
<b>Sign</b>	<p style="text-align: center;"><b>Permit Type Requested</b></p> <input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Temporary</b>	<p style="text-align: center;"><b>Sign Type Requested</b></p> <input type="checkbox"/> <b>Identification Sign</b> <i>pertains to name, purpose and conduct of business</i> <input type="checkbox"/> <b>Information Sign</b> <i>pertains to operations or access information</i> <input type="checkbox"/> <b>Merchandise Sign</b> <i>describes the articles for sale or type of service</i>

### For Official Use Only

Date Received \_\_\_\_\_  
 Fees Paid \_\_\_\_\_  
 Received By \_\_\_\_\_  
 Receipt Number \_\_\_\_\_  
 BZA Case Number \_\_\_\_\_



Conditions of Approval \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Rationale for Denial \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# FEE SCHEDULE

Application Fee .....\$ \_\_\_\_\_ (\$25.00)

## SUPPORTING DOCUMENTATION

	Waiver sought by applicant when checked below	Waiver approved when initialed and rationale provided below by Authorized Town Official
<b>The following are required of all Sign Permit Applications unless administratively waived:</b>		
<b>Plans</b> showing all dimensions (maximum 6 square feet for Identification or Merchandise signs, 3 square feet for Information signs), the shape, material, character, lettering style, colors, design, full text and exact location proposed.	<input type="checkbox"/>	
<b>Elevation Drawing</b> is required if sign is not located flat against an exterior building wall. Must include details as to material, height, shape and location of the standard, pole, bracket or other support to which the sign will be attached. No sign shall be hung so that its bottom is less than 7 feet above a pedestrian throughway.	<input type="checkbox"/>	
<b>Lighting Plan</b> showing number (maximum 2), lumens (maximum 820) and placement of lights used to illuminate the sign.	<input type="checkbox"/>	

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**Authorized Town Official (person granting the waivers shown above)**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_