

**VILLAGE OF COTTAGE GROVE
SIGN PERMIT APPLICATION (PERMANENT OR TEMPORARY)**

Section 325-701. Sign Regulations. Permit Required. No sign or advertising structure shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered without permit.

Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

SITE INFORMATION

Address of Site: _____

Name of Business (if applicable): _____

Sign Description: _____

Square Footage of Sign: _____ Store Front Width: _____

Height of Sign: _____ Will the sign be illuminated? Yes No

Location of Sign: _____

Temporary or Permanent? ___ Temporary ___ Permanent

TEMPORARY SIGNS ONLY

Start Date: _____ End Date: _____

****If this is a temporary sign will you be placing the sign on your property or another property? If the location is not on property owned by you written permission from the property owner must accompany the request for a temporary sign. Any application not having written permission will be denied.***

****A site plan with location of sign indicated must accompany this application.***

****If sign is located over a public right-of-way, the insurance certificate should be attached. Section 325.102(3)(e)***

CONTRACTOR INFORMATION

Name of firm or individual: _____

Address: _____

Telephone: _____ Fax: _____

Signature of Applicant: _____ **Date:** _____

***** **For Office Use Only** *****

Date Received:

Paid:

Date Before Planning Commission, if necessary:

Action Taken by Planning Commission, if necessary: Approved Denied

Action Taken by the Administrator: Approved Denied