

**The Village of Williamsport Zoning Application  
for Sign Permit Approval**

Zoning Permit # \_\_\_\_\_ Variance # \_\_\_\_\_ Other # \_\_\_\_\_

Applicant's or Agent for Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's/Agent's Address: \_\_\_\_\_

Owner's Name and Address: \_\_\_\_\_  
(Sign application should be made by the owner of the property or his/her agent)

Sign Erector's Name: \_\_\_\_\_

Sign Erector's Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Proposed Sign: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**A drawing must be attached containing at a minimum, the following information:**

1. The width of the building face or faces that abut the street and the width of the lot not occupied by a building.
2. The design and layout of the proposed sign, including the total area of the sign and the size, height, character, materials and color of letters, lines, and symbols. (If more than one sign is proposed, separate information on each face shall be provided.)
3. The exact location of the sign in relation to the building and the property.

**Sign Information:**

Sign # One:

Side One-Size: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. + \_\_\_\_\_ SQ. FT.  
Side Two-Size: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. + \_\_\_\_\_ SQ. FT.

Sign # Two:

Side One-Size: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. + \_\_\_\_\_ SQ. FT.  
Side Two-Size: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. + \_\_\_\_\_ SQ. FT.

Total Square Footage of Signage Requested: \_\_\_\_\_ SQ. FT.

**IF necessary attach a separate sheet indicating any additional signage requested.**

**Sign Type:**

Wall \_\_\_\_\_ Freestanding \_\_\_\_\_ Window \_\_\_\_\_ Projecting \_\_\_\_\_ Awning \_\_\_\_\_

Method of Support: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.

Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_ Flashing: Yes \_\_\_\_\_ No \_\_\_\_\_

Moving Parts: Yes \_\_\_\_\_ No \_\_\_\_\_ Setback From R.O.W. Line: \_\_\_\_\_

Front Footage of Building: \_\_\_\_\_ Ft.

Additional Information: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date: \_\_\_\_\_ This Permit is Hereby: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Inspector: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_