

**TOWN OF HIGHFILL, ARKANSAS
SIGN PERMIT APPLICATION**

FOR STAFF USE ONLY

FEE \$25.00

Date Application Submitted:
Date Accepted as Complete:
Case/Appeal Number:

APPLICATION FORM

Please fill out this form completely, supplying all necessary information and documentation to support your registration request. Your application will not be processed until all information requested herein is furnished.

GENERAL INFORMATION

1. Applicant: _____ Day phone: _____
Address: _____
2. Property Owner (if different from above): _____
Address: _____ Day Phone: _____
3. Where should correspondence regarding this application be sent? (circle one)

Applicant / Owner

SIGN LOCATION AND DESCRIPTION

1. Site (physical address) where sign is to be attached or erected: _____

2. Describe the position of the sign in relation to nearby buildings or structures. Furthermore, if your sign is to be attached to a building, describe the position of the sign on the building to which it will be attached. _____

3. Attach two blueprints or ink drawings of the plans for the sign. The drawings MUST include the following:
 - a) the sign's dimensions;
 - b) the lighting and construction design;
 - c) the specifications and method of construction; and
 - d) the method of attachment to the building or the ground.
1. Provide the name, address, and telephone number of the person, firm, corporation, or any other entity erecting the sign structure:

OTHER REQUIRMENTS

1. If the property owner of the location where the sign is to be erected or attached is a different person or entity than the Applicant, the Applicant must evidence written consent of the property owner by obtaining his/her signature below.
2. What is the current zoning district of the property where the sign is to be located? _____
3. If your sign requires electricity, you must attach a copy of the applicable electric permit issued or a copy of the pending application requesting an electrical permit for the proposed sign.

SIGNATURES

APPLICANT:

I certify under penalty of perjury that the foregoing statements and answers herein made, and all data, information and evidence herewith submitted are, in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application, completeness, determination, or approval. I understand that the Town might not approve what I am applying for, or might set conditions for approval.

(Signature)

Date: _____

PROPERTY OWNER (if different from applicant):

I certify under penalty of perjury that I am the owner of the property that is the subject of this Application and that I have read this Application and consent to its filing.

(Signature)

Date: _____