Permanent Sign Application
Freestanding Signage

City of Seneca **Planning & Development**

General Procedure: Application must include a sketch of the parcel on which the sign is located, details as to construction, placement of sign on the building, and design details with measurements.
Standard Building Code- Chapter 23: 2301.31: An outdoor advertising display sign shall not hereafter be erected, construed, altered, or maintained except as provided in this Code, until after permit for the same has been issued by the City Building Official as required in 103 and the applicable fee paid.

Date: _____ Tax Map Number: _____

Name of Business: _____

Location of Sign: _____

Applicant Relationship to Property: ☐ Owner/Developer ☐ Sign Company

Sign Company Name: _____

Sign Company Contact Name: _____

Sign Company Phone #: _____ Sign Company Email: _____

Owner/Developer Name: _____

Owner/Developer Phone #: _____ Owner/Developer Email: _____

Freestanding Signage

(Please review Article VI, Sign Regulations, in the City of Seneca Official Zoning Ordinance for requirements.)
Freestanding signs must include foundation plans and/or structural drawings, if required by the City Building Official.

Frontage on Public Road: ☐ Yes ☐ No Road Frontage: _____ Linear Feet

Square Footage of Freestanding Sign: _____

Minimum Set Back from Right of Way: **10 Feet** ☐ Max Height Allowance: **30 Feet** ☐

Electrical: ☐ Yes ☐ No Cost of Freestanding Sign: _____

Material: ☐ Metal ☐ Wood ☐Neon ☐ Plastic Other Material: _____

By signature the Owner/Developer and/or Sign Company agrees to conform to the City of Seneca Zoning Ordinance and applicable provisions of the Standard Building Code and the Electrical Code of the City of Seneca; and that the Owner/Builder or Sign Company will comply with all restrictions and codes noted on the permit.

Sign Company Authorized Signature: _____ Date:_____

Owner/Developer's Signature: _____ Date: _____

For Planning & Development Use:

Zoning Administrator Approval: _____ Date: _____

City Building Official Approval: _____ Date: _____