



**Town of Cape Charles  
Sign Permit Application**

Date: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_ (non-refundable)  
Permit Number: \_\_\_\_\_

Property Owner/tenant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_ Sign Material: \_\_\_\_\_

Advertisement (description): \_\_\_\_\_

Area of Sign: \_\_\_\_\_ ' X \_\_\_\_\_ ' = \_\_\_\_\_ Total Square Feet

Sign will be: \_\_\_\_\_ Free Standing \_\_\_\_\_ Fixed to structure

Front footage of (Lot: \_\_\_\_\_ feet) (Building: \_\_\_\_\_ feet)

(Total square footage of existing signs: \_\_\_\_\_ Square Feet)

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

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Application Status: Approved/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE SITE PLAN ON REVERSE SIDE**

**Attach proposed rendering or draw an outline of the proposed sign using dashed lines and indicate distances to other buildings and all property lines.**