



APPLICATION FOR SIGNAGE PERMIT

TOWN OF KINGSTON

22 NORTH MAIN

PO BOX 638

KINGSTON, OKLAHOMA 73439

FEE REQUIRED: _____

DATE _____

PERMIT# _____

RECEIPT # _____

- Free Standing
- Attached to bldg.

- Portable
- Permanent

- Home Based Business
- Commercial/Business

- Off-premise Directional Sign
- Other: _____

Name of Applicant _____ Phone # _____

Current Mailing Address _____

Property Owner (if different) _____

Sign Owner (if different) _____

Legal Description including lot #, block # and Addition (attach copy of Warranty Deed): _____

Sign Description, Purpose, Intent and Content: _____

Fully Describe the Design, the Materials to be used, Support(s), Anchors, Illumination, Wiring Specifications (method and material) Structural Requirements, Wind Loads, and any other applicable information. _____

Sign Dimensions: Height (ft) _____ Width (ft) _____ Overall Height from the ground (ft) _____

Attach drawing of location of proposed signage on the lot, giving sign dimensions. Show nearby public and/or private roadways by name and distance. Distance from the sign to buildings, roadways, right of way, utilities and easements. Measurement in feet from centerline of roadway.

Attach plans to scale showing the sign and any supports for the sign including whether the permit is for one sign, one sign with advertising space (one side/both side), multilevel sign/advertising, or Remote/electronic signs.

Attach stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction.

Estimated Start Date: _____ Estimated Completion Date: _____ Duration of Temporary Sign: _____

Is the property within a Flood Hazard Area? _____ Other relevant information: _____

By signing this, I/We certify that the above statements are true and correct, that I/we have read the town sign ordinance and agree to comply with the same. I/we hereby authorize an official of the town the right of entry onto the premises to inspect my property regarding this application and during all times that the sign is on my property. I/we also understand that once approved, it shall be unlawful to change modify, alter or otherwise deviate from the terms or conditions of this permit without prior approval of the Town.

Applicant's Signature: _____ Property Owner's Signature: _____

Owner of the Sign Signature (if different) _____

Application Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date: _____	
Municipal Official or Town Clerk	
<input type="checkbox"/> One sign	<input type="checkbox"/> One sign with advertising space (one side/both side)
<input type="checkbox"/> Multilevel sign/advertising	<input type="checkbox"/> Remote/electronic
Plans to Scale Submitted (Yes/No) _____	Stress sheets and calculations submitted: (Yes/No) _____
Display surface area: _____ (not larger than 96, taller than 12, wider than 12); Overall height max. 18 ft.	