



Freeport Planning Department Staff Review
Sign Permit Application

Date: _____ Parcel Number: _____

Parcel Owner: _____

Owner/Contractor Phone/Email: _____

Parcel 911 Address: _____

Sign Type: temporary _____ permanent _____
 ground sign _____ building sign _____

Checklist:

For every sign permit application, please include the following in addition to the items required for your signage category (ground or building):
<ul style="list-style-type: none">• \$25.00 application fee
<ul style="list-style-type: none">• Copy of county sign permit application.
<ul style="list-style-type: none">• Copy of project development order, if applicable
<ul style="list-style-type: none">• Location of any other signs on property



Freeport Planning Department Staff Review

Sign Permit Application

For ground sign permit applications
1. Site plan with sign location clearly marked
2. Marked distance from sign to adjacent property line, and sign property line
3. Speed limit on adjacent roadway (if multiple signs are proposed on multiple roadways, include all roadways speed limits)
4. Sign square footage, include total square footage and mark height and width measurements separately.
5. Photos depicting sign
6. Any features that the sign will include (lights, double sided facades...)

For building sign permit application
1. Site plan with sign location clearly marked
2. Height from ground to top of sign, Height of sign, width of sign, and total square footage of proposed sign
3. Building elevation measurements- Top of roof height, and total width of the building façade that the sign will be placed. (If a multiple occupancy building, please only measure the height and width of the individual unit's frontage)
4. Photos/ renderings of sign on building facade.

Please note, if there are multiple signs requested for permitting, the information above should be included and clearly indicated for each sign.



Freeport Planning Department Staff Review
Sign Permit Application

To be completed by Planning Official

Future Land Use: _____ Zoning Designation: _____ Façade Area: _____

Maximum Sign Square Footage: _____ Proposed Sign Square Footage: _____

Other:

Ground Sign

Speed Limit \leq 45mph

Frontage on ROW (ft)	Number of signs	Total sign area (sf)	Distance from property line or other ground sign on same site (ft)	Height of sign from ground (ft)
Less than 50	1	24	10/NA	18
50 – 99	1	32	15/NA	18
100-199	1	48	20/NA	18
200-299	1	64	50/NA	18
300-399	2	72	50/100	18
400+	3	96	50/100	18
Shown on application:				Meets requirements? Y/N



**Freeport Planning Department Staff Review
Sign Permit Application**

Speed Limit > 45mph

Frontage on ROW (ft)	Number of signs	Total sign area/Max individual sign (sf)	Distance from property line or other ground sign on same site (ft)	Height of sign from ground (ft)
Less than 50	1	24/24	10/NA	18
50 – 99	1	48/48	15/NA	18
100-199	1	64/64	20/NA	18
200-299	1	96/96	50/NA	18
300-399	2	128/96	50/100	18
400+	3	192/96	50/100	18
Shown on application:				Meets Requirements? Y/N

Building Sign

Multiple occupancy complex -sign for complex	Total façade area (sf)(entire side of building):	Façade area x .10 (allowable sign area or 200sf, whichever is less)	Total # of signs 1 allowed	Total sf of all signs
Multiple occupancy complex – sign for individual unit	Total façade area (sf)(individual unit):	Façade area x .15 (allowable sign area or 200sf, whichever is less)	Total # of signs/sf ea Up to 3 signs allowed	Total sf of all signs
Not Multiple occupancy	Total façade area (sf):	Façade area x .20 (allowable sign area or 200sf, whichever is less)	Total # of signs/sf ea Up to 3 signs allowed	Total sf of all signs
				Meets Requirements? Y/N

If a building has frontages on two or more streets, each frontage will be considered separately for signage purposes.

This signage plan as submitted is/is not substantially in compliance with the City of Freeport’s Land Development Code.

Planning Official/City of Freeport

Date