

Corporation of Harpers Ferry

"Listed on the National Registry of Historic Places"

1000 Washington Street

P.O. Box 217

Harpers Ferry, West Virginia 25425

(304) 535-2206 Fax: (304) 535-6520

APPLICATION FOR BUSINESS SIGN PERMIT

The undersigned, in accordance with Section 6 of Ordinance 1725 [Signs] of the Town of Harpers Ferry, hereby makes application to display, erect, alter, replace (circle one) a sign to be located on/at the following described property:

PROPERTY LOCATION: _____

BUSINESS NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____

OWNER'S NAME: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____

OWNER'S E-MAIL ADDRESS: _____

SIGN TYPE: **Identification** *pertains to name, purpose and conduct of business*
 Information *pertains to operations or access information*
 Merchandise *describes the articles for sale or type of service*

PERMIT APPLYING FOR: **Permanent**
 Temporary approval for up to 60 days

The undersigned attests to having received a copy of Ordinance 1725.

Name of Applicant (printed)

Signature of Applicant

Date

Sign permit applications must be received at the Town Hall not less than three business days before the regularly scheduled meeting of the Historic Landmarks or Planning Commission to be considered.

Historic Landmarks Commission Recommendation:

Approval on (date) _____ Disapproval on (date) _____

Review Comments: _____

Chair signature

Planning Commission Recommendation:

Approval on (date) _____ Disapproval on (date) _____

Review Comments: _____

President signature

Harpers Ferry Town Council Action:

Permit granted on (date) _____ Permit denied on (date) _____

Permit denied (state reason) _____

By: _____
Mayor of Harpers Ferry

**Harpers Ferry Business Sign Permit Application
Document Checklist**

- Plans** showing all dimensions (maximum 6 square feet for business identification or merchandise signs, 3 square feet for business information signs), the shape, material, character, lettering style, colors, design, full text and exact location proposed.

- Elevation Drawing** is required if sign is not to be located flat against an exterior building wall. Must include details as to material, height, shape and location of the standard, pole, bracket or other support to which the sign will be attached. No sign shall be hung so that its bottom is less than 7 feet above ground.

- Lighting Plan (if any)** showing number (maximum 2), incandescent-equivalent wattage (maximum 60 W) and placement of lights used to illuminate the sign.

- Existing permanent signage for this business includes**
 - _____ business identification signs (maximum one per entrance)
 - _____ business information signs (maximum 3)
 - _____ business merchandise signs (maximum 2)

Signature of Town Hall Staff Member

Date