



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

SIGN REQUEST

(ALL SIGN REQUESTS, EXCEPT TEMPORARY, MUST BE APPROVED BY THE PLANNING COMMISSION)

BUS. NAME _____ PHONE: () _____

BUS. ADDRESS: _____ Zone: _____

TYPE OF BUSINESS: _____

OWNER OF BUSINESS: _____ PHONE: _____

SIGN CONTRACTOR: _____ PHONE: () _____

TOTAL VALUE OF ALL PROPOSED SIGNAGE: \$ _____

TYPE OF SIGNAGE

FREE-STANDING

1. Size Of Structure: Height ____ x Width ____ Illum: ____

(Yes/No)

Sign Area: Height ____ x Width ____ = sq/ft ____

Sign Material: Plastic () Metal () Vinyl () Other () _____

Structure Material: Stone base ____ Brick base ____ Other _____

2. (If two separate streets)

Size Of Structure: Height ____ x Width ____ Illum: ____

(Yes/No)

Sign Area: Height ____ x Width ____ = sq/ft ____

Sign Material: Plastic () Metal () Vinyl () Other () _____

Structure Material: Stone base _____ Brick base _____ Other _____

WALL MOUNTED (Length of Store Front: _____)

1. Wall Height; _____ Wall Width: _____ Illum. _____
(Yes/No)

Select One

a. Letter Size: (box each letter and add) Total sq. ft of Lettering: _____
Height of tallest letter: _____ Thickness _____

b. Sign Area: (4 sided box-all letters) Height _____ x Width _____ = Sq. ft. _____
Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Wall Height; _____ Wall Width: _____ Illum. _____
(Yes/No)

Select One

a. Letter Size: (box each letter and add) Total sq. ft of Lettering: _____
Height of tallest letter: _____ Thickness _____

b. Sign Area: (4 sided box-all letters) Height _____ x Width _____ = Sq. ft. _____
Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

BRACKET MOUNTED (Projecting Sign)

1. Size: Height _____ x Width _____ = _____ sq/ft Illum: _____
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Size: Height _____ x Width _____ = _____ sq/ft Illum: _____
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

CHANGEABLE MESSAGE SIGNS (Billboards)

- Existing Size: Height _____ x Width _____ = sq. ft. _____
- Proposed Size: Height _____ x Width _____ = sq. ft. _____

3. Nits per day ____

4. Nits per night ____

TEMPORARY SIGN:

1. Size: Height: _____ Width: _____

Sign Material: _____

NOTE: Before Sign Request can be processed, you must provide the following:

1. **FREE STANDING SIGN: SITE PLAN SHOWING PROPOSED LOCATION, FOOTING DETAIL, EXISTING SIGNAGE, PICTURE(S) OF SIGN. SIGN MUST BE GROUND MOUNTED OR MONUMENT SIGN NO HIGHER THAN 14 FEET. A SECOND FREE-STANDING SIGN IS ONLY ALLOWED IF THERE ARE ENTRANCES TO THE DEVELOPMENT FROM TWO DIFFERENT AND SEPARATE STREETS.**

2. **WALL MOUNTED SIGN: PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION ON STRUCTURE, EXISTING SIGNAGE. BUILDING MOUNTED SIGNS CAN BE SIZED BY COMPLETING FOUR SIDED BOX AROUND ALL THE LETTERS, OR BOXING EACH LETTER, SIZING EACH BOX, AND TOTALING THE SQUARE FOOTAGE FOR ALL THE LETTERS. (PLEASE IDENTIFY WHICH METHOD IS BEING USED)**
 - The sign square footage is based on the building frontage. Please provide a layout of the building frontage. Identify width of the building and /or of the individual shop.
 - Letter size can be increased if the building is 200 feet or more from the front street. Please identify this footage. _____
 - Typically one (1) square foot of sign area on the building for each linear foot of building frontage occupied by each tenant.

3. **BRACKET SIGN (Projecting Sign): PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION OF BRACKET ON STRUCTURE, EXISTING SIGNAGE.**

4. **CHANGEABLE MESSAGE SIGN (BILLBOARDS).** PHOTO OF EXISTING BILLBOARD. MUST PROVIDE SIGN SPECIFICATIONS.

5. **TEMPORARY SIGN:** *Must get prior approval from Building Inspector* ___

Give details if yes was checked on Illum.:

- Please identify lighting as external or internal. External lighting can cause glare/light pollution, so the fixtures need to be located, on the location map, to see if there might be a safety issue. _____

Additional Information if needed: _____

Signature: _____ Date: _____
(Representative of Sign Company/Owner)

Sign Approved _____
Date Building Inspector

Permit # _____ Amount \$ _____

12/8/07, 4/14/10, 1/19/11