



Application #:

<i>Use</i>	<input type="checkbox"/> <b>Residential:</b> (specify)	<input type="checkbox"/> <b>Commercial:</b> (specify)	<input type="checkbox"/> <b>Industrial:</b> (specify)	<input type="checkbox"/> <b>Other:</b> (specify)
	<b>Notes:</b> (optional)			

<i>Project Floor Area</i>	<b>Calculate building area as follows:</b>	<b>INSERT PROJECT FLOOR AREA BELOW</b>			
	Measure to outside of walls for dimensions Include supported canopies as measured from the center lines of the furthest columns or supports Do not include roof or canopies which cantilever from the building	<b>Existing floor area</b>	<b>Alterations</b>	<b>New addition(s) or Change of Use</b>	<b>Total Square Feet Area</b>
		<b>Basement</b>			
		<b>First Floor</b>			
		<b>Floor 2,3,4, etc.</b>			
		<b>Subtotal</b>			
		<b>Garage/Storage Shed</b>			
		<b>Total</b>			

**This Application for a Sign Certificate must include the following:**

- Plan for each sign indicating the type, size and description.
- Site Plan, indicating the location of each sign.
- Insert the information for each sign, selecting all applicable details in the boxes on this form.
- Label the sign** on the Site Plan with the appropriate **Sign #** from the box below.
- Payment of all applicable fees as given in the Application for Certificate of Plan Approval

*For additional signs, use the supplemental sheet provided by this office.*

<i>Sign</i>	<b>Sign 1:</b> Sign Face Area:                      sq ft                      Sign height above grade                      feet
	<input type="checkbox"/> Freestanding <input type="checkbox"/> Off-premises <input type="checkbox"/> Illuminated <input type="checkbox"/> Monument <input type="checkbox"/> Variable message projection <input type="checkbox"/> Non-illuminated <input type="checkbox"/> Building <input type="checkbox"/> Variable Message Mechanical <input type="checkbox"/> Temporary <input type="checkbox"/> On-premises <input type="checkbox"/> Variable Message LED <input type="checkbox"/> Other (Per Ord. 08-33 Art 135.)
<i>Sign</i>	<b>Sign 2:</b> Sign Face Area:                      sq ft                      Sign height above grade                      feet.
	<input type="checkbox"/> Freestanding <input type="checkbox"/> Off-premises <input type="checkbox"/> Illuminated <input type="checkbox"/> Monument <input type="checkbox"/> Variable message projection <input type="checkbox"/> Non-illuminated <input type="checkbox"/> Building <input type="checkbox"/> Variable Message Mechanical <input type="checkbox"/> Temporary <input type="checkbox"/> On-premises <input type="checkbox"/> Variable Message LED <input type="checkbox"/> Other (Per Ord.08-33 Art 135)

*Required Documentation*

- Original Application
- Tax Map from the County Engineer
- Site Plans showing the location and uses of all existing buildings as well as any new construction covered under this Certificate Application. **2 copies of the Site Plan are required for 1, 2 and 3-family residential drawings as well as other accessory uses. 4 copies of the Site Plan are required for all other uses.**
- Payment of applicable fees. Make check payable to "City of Newark."

<i>Signature</i>	I understand that no excavation, construction, or structural alteration, electrical or mechanical installation or alteration of any building, structure, sign, or part thereof and no use of the above shall be undertaken or performed until the certificate applied for herein has been approved and issued by the City of Newark. <b>Property pins must be present prior to inspection.</b>
	<b>I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE LISTED INSTRUCTIONS</b>
	Signature of Applicant: _____ Date: _____

Application #:

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Status	Date	Examiner Signature	Date Notified
<input type="checkbox"/> Incomplete			
<input type="checkbox"/> Disapproved			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Hold		Reason:	

*Fees*

<i>Zoning</i>			<i>Signs</i>		
	Application Fee	\$22.50	Application Fee		\$22.50
	Residential \$9/100 Sq Ft (Max \$225)		1 – 10 SqFt	\$30	
	Commercial \$9/100 SqFt (Max \$450)		11 – 40 SqFt	\$120	
	Residential Accessory Fee \$7.50 Fences, Garages, Sheds		41 – 100 Sq Ft	\$180	
			101 thru 300 SqFt	\$255	
			Temporary Sign	\$7.50	
	TOTAL		TOTAL		