



| | |
|-----------------------------------|---------------------------------|
| OFFICE USE | |
| DATE FILED: _____ | |
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED |
| DATE: _____ | |

TEMPORARY SIGN PERMIT APPLICATION

**ATTACHED ZONING FORM MUST BE INCLUDED IN APPLICATION
(PLEASE TYPE OR PRINT IN INK)**

| | | | | |
|---|----------------------------------|--|-----------------------|---------------|
| I. APPLICANT/AGENT | | Name: _____ | | |
| Mailing Address: | Street | | | Phone: _____ |
| | City _____ State _____ Zip _____ | | | Mobile: _____ |
| | Email: _____ | | | |
| II. PROPERTY | | Street Address: _____ | | |
| Owner: | _____ | | Zoning: | _____ |
| Mailing Address: | Street | | Tax Map No: | _____ |
| | City _____ State _____ Zip _____ | | Parcel No: | _____ |
| | | | Phone: | _____ |
| III. NARRATIVE | | Describe the type of temporary sign to be installed. | | |
| | | | | |
| IV. SIGN DETAILS | | | | |
| Sign Height in inches: | | _____ | Sign Width in inches: | _____ |
| Sign Area in ft ² : | _____ | Is there a clear sight triangle? | | _____ |
| Distance from Building (if applicable): | | _____ | | |
| Height above Sidewalk (if applicable): | | _____ | | |
| Sign Material: | _____ | | | |
| Requested Date of Sign Installation: | | _____ | | |
| Proposed Date of Sign Removal: | | _____ | | |

TEMPORARY SIGN PERMIT APPLICATION

V. ADDITIONAL INFORMATION

Temporary sign permits are limited to thirty (30) days or, for temporary use, for the period stated on the temporary use permit.

An application for an electronic message display shall include the manufacturer's statement that the sign has been pre-programmed, to the extent possible, to conform to the requirements of the City Code.

The Zoning Officer may revoke a permit under any of the following circumstances:

1. The information in the application was materially false or misleading;
2. The sign as installed does not conform to the permit application; or
3. The sign violates this code, building code, or other applicable law.

Temporary signs are as follows, subject to sign area and height limitations of the district in which the sign is located:

1. One (1) sign, no illumination, no more than thirty-two (32) square feet in area, located on the property where a building permit is active.
2. On any property for sale or rent, one sign with a total area of up to six (6) square feet and a maximum height of five (5) feet.
3. On dwellings, no more than four (4) temporary signs with a total area of no more than twelve (12) square feet.
4. Window signs, provided that the total area of window signs does not exceed twenty-five (25%) percent of the total area of all windows on each building façade, and such signs are removed within thirty (30) days after being erected.
5. Banners for not more than fifteen (15) days as an accessory to dwellings.

The following information must be submitted with this application:

- Rendering of the sign showing the sign's dimensions.
- Site Plan drawn to scale, if the sign is not affixed to the existing building.
- A copy of the applicant's liability insurance naming the City as coinsured.

VI. ATTEST

I hereby certify that I am the owner on record of the named property, or that this application is authorized by the owner on record, and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. The granting of a temporary sign permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Elkins representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

| | | |
|------------------------------------|------------------------------|------|
| | | |
| Type/Print Name of Applicant/Agent | Signature of Applicant/Agent | Date |

| | | | | |
|---|--|---------------------------------------|--|------|
| Identification | Owner/Lessee | Phone | FOR OFFICE USE ONLY | |
| | Street Address | Zoning Receipt | | Date |
| | City State Zip | Building Receipt | | Date |
| | | Zoning District | | |
| | District/Map/Parcel | | Lot Size | |
| Improvement: | | | Permits Required: | |
| <input type="checkbox"/> new building | <input type="checkbox"/> razing | <input type="checkbox"/> Building | | # |
| <input type="checkbox"/> new addition | <input type="checkbox"/> relocation | <input type="checkbox"/> Electrical | | # |
| <input type="checkbox"/> more than 500 sqft | <input type="checkbox"/> sign(s) | <input type="checkbox"/> Water Tap | | # |
| <input type="checkbox"/> replacement | <input type="checkbox"/> other (identify) _____ | <input type="checkbox"/> Sanitary Tap | | # |
| Proposed Use: | | | <input type="checkbox"/> Grease Tap | |
| See page 3 for list of uses (check those that apply) | | | <input type="checkbox"/> Occupancy | |
| Certification I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and as such agree to conform to all applicable laws of the City of Elkins and the State of West Virginia regarding this proposed project. | | | <input type="checkbox"/> Rental Inspection | |
| | | | <input type="checkbox"/> Asbestos | |
| | | | <input type="checkbox"/> Fire Sprinkler Tap | |
| | | | <input type="checkbox"/> State Fire Marshal | |
| | | | <input type="checkbox"/> Elevation Certificate | |
| | | | <input type="checkbox"/> FEMA –Appurtenant Structures <input type="checkbox"/> Trash Containment <input type="checkbox"/> Health Department <input type="checkbox"/> Backflow Prevention <input type="checkbox"/> Other _____ | |
| Signature | | Date | | |
| Address | | | | |

| | | | |
|-------------------|-------------------------|---------------------------|--|
| Validation | Approved by | Reason for denial | |
| | _____ Zoning Officer | | |
| | Date | Initials _____ Date _____ | |

Site Plan: In the space below prepare a diagram showing the lot dimensions, existing buildings, sidewalks, and driveways. Clearly indicate the location, size, and height of the proposed structure(s) with distances to property lines in all directions. When required, show landscaping, parking spaces, surface water control, and/or sign locations. This site plan does *not* need to be drawn to scale but does need detail sufficient to support your application for a zoning permit. Failure to provide sufficient and accurate information may cause a delay in the processing of this application. If desired, a site plan may be furnished as an attachment to this application.

Please Note: This is an application for a zoning permit – it is NOT a building permit or an electrical permit. There will be a separate fee for and approval of those permits based upon the value of the work done and/or the number of circuits involved in the inspection process. There may also be fees due for razing which requires an asbestos inspection by a West Virginia State Certified Asbestos Inspector. If you have questions, call City Hall at 304-636-1414.

A large grid of graph paper, consisting of 20 columns and 20 rows of small squares, intended for drawing a site plan.

Please check the proposed used for site:

for definitions of each use, visit <https://cityofelkinswv.com/living/zoning/>

- ADULT BUSINESS
- AGRICULTURE
- AGROTOURISM
- AMPHITHEATER
- ANIMAL HOSPITAL/VETERINARY
- OFFICE
- AUTOMOBILE CAR WASH
- AUTOMOBILE REPAIR/SERVICE
- BAKERY
- BANK/FINANCIAL INSTITUTION
- BED AND BREAKFAST INN I
- BED AND BREAKFAST INN II
- BED AND BREAKFAST INN III
- BOAT AND MARINE SALES/SERVICE
- BREWERY PUB
- BROADCASTING STUDIO
- BUILDING MATERIAL FACILITY
- BUS/TRANSIT FACILITIES
- BUS/TRANSIT SHELTER
- BUTCHER SHOP
- CATERING BUSINESS
- CHILD DAY CARE FACILITY, CLASS 1
- CHILD DAY CARE FACILITY, CLASS 2
- CHILD DAY CARE FACILITY, CLASS 3
- CHILD DAY CARE FACILITY, CLASS 4
- CLINIC
- COMMUNITY FACILITY
- CONTINUING CARE FACILITY
- CONVENIENCE STORE
- CONVERSION OF SCHOOL/CHURCH
- CULTURAL SERVICE
- DISTILLERY
- DISTRIBUTION FACILITY
- DOCK
- DOG DAY CARE
- DRY CLEANER
- DWELLING, ACCESSORY
- DWELLING, CONVERSION APARTMENT
- DWELLING, MIXED USE
- DWELLING, MULTI-FAMILY
- DWELLING, SINGLE-FAMILY
- DWELLING, TWO-FAMILY
- EDUCATIONAL INSTITUTION
- EMERGENCY SHELTER
- EQUIPMENT RENTAL/REPAIR
- ESSENTIAL UTILITIES AND EQUIPMENT
- EVENT, MASS GATHERING
- EVENT, SPECIAL
- EXTRACTIVE INDUSTRY
- FACTORY-BUILT HOME
- FACTORY-BUILT HOME RENTAL COMMUNITY
- FARM/CONSTRUCTION EQUIPMENT AND SUPPLY SALES
- FARMER'S MARKET
- FLEA MARKET
- FREIGHT TERMINAL
- FUNERAL HOME/MORTUARY
- GARAGE, PUBLIC
- GARDEN CENTER
- GAS STATION
- GAS STATION, LARGE
- GOVERNMENTAL OPERATIONS
- GREENHOUSE, COMMERCIAL
- GREENHOUSE, NONCOMMERCIAL
- GROUP RESIDENTIAL FACILITY
- GROUP RESIDENTIAL HOME
- HEALTH CLUB
- HOME-BASED BUSINESS (LOW IMPACT)
- HOME-BASED BUSINESS (NO IMPACT)
- HOSPITAL
- HOTEL/MOTEL
- INCINERATOR
- INDUSTRIAL PARK
- KENNEL
- LABORATORY
- LAUNDROMAT
- LIQUOR STORE
- LUMBERYARD
- MANUFACTURING (HEAVY)
- MANUFACTURING (LIGHT)
- MEDICAL ADULT DAY CARE CENTER
- MEDICAL CANNABIS DISPENSARY
- MEDICAL CANNABIS GROWING FACILITY
- MEDICAL CANNABIS ORGANIZATION, HEALTH CARE
- MEDICAL CANNABIS PROCESSING FACILITY
- NIGHT CLUB
- OFFICE SUPPLY ESTABLISHMENT
- PARCEL DELIVERY FACILITY
- PARK
- PARKING LOT
- PARKING STRUCTURE
- PERSONAL SERVICE
- PET SHOP
- PHARMACY
- PHOTOGRAPHIC STUDIO
- PLACES OF WORSHIP/ RELIGIOUS INSTITUTIONS
- PRIVATE CLUB
- PROFESSIONAL SERVICES
- RECEPTION FACILITY RECREATION, COMMERCIAL INDOOR
- RECREATION, COMMERCIAL OUTDOOR
- RECEPTION, MUNICIPAL
- RECYCLING FACILITY
- RESEARCH & DEVELOPMENT
- RESTAURANT
- RETAIL STORE/SHOP <7,000 SQUARE FEET
- RETAIL STORE/SHOP 7,000 TO 25,000 SQUARE FEET
- RETAIL STORE/SHOP >25,000 SQUARE FEET
- ROADSIDE VENDOR STAND
- SALVAGE YARD
- SCHOOL, COMMERCIAL
- SCHOOL, PREK-12
- SELF-STORAGE FACILITY
- SENIOR INDEPENDENT HOUSING
- SHOPPING CENTER
- SOLAR ENERGY FACILITY, SMALL
- SOLAR ENERGY FACILITY, LARGE
- SOLID WASTE DISPOSAL AREA/ FACILITY, PRIVATE
- SOLID WASTE DISPOSAL AREA/ FACILITY, PUBLIC
- SPORTS ARENA
- STUDIO, DANCING, MUSIC, OR ART
- TATTOO PARLOR/BODY PIERCING STUDIO
- TAVERN/DRINKING ESTABLISHMENT
- TEMPORARY SHELTER
- THEATER
- THEATER, DRIVE-IN
- TRUCK TERMINAL
- VEHICLES SALES/RENTAL AND SERVICE
- VIDEO GAMING OR LOTTERY ESTABLISHMENT
- WAREHOUSE
- WATER TREATMENT PLANT
- WHOLESALE ESTABLISHMENT
- WIND ENERGY FACILITY, SMALL
- WINERY
- WIRELESS TELECOMMUNICATIONS FACILITY, SMALL CELLS
- WIRELESS TELECOMMUNICATIONS FACILITY