



Permit Application
Signs (Permanent)

Project Address: _____ Suite _____

Applicant is: [] Property Owner [] Business Owner [] Contractor [] Tenant [] Other _____

Applicant _____ E-mail _____

Address _____ Phone # _____

Contractor _____ E-mail _____

Address _____ Phone # _____

Is there an existing sign? [] Yes [] No (if yes) Is this sign intended to replace the existing sign? [] Yes [] No

Project Description: Valuation: \$ _____

Type of sign: [] Pylon [] Monument/Ground [] Building [] Canopy or Awning [] Other _____

Building Frontage (single user) _____ or Tenant Frontage _____ Linear Feet

Sign Dimensions: Height: _____ Width: _____ Sign Face: _____ sq.ft.

- [] Single faced or [] Double faced
Distance the building wall (on which the sign is to be located) is set back from the adjacent property line:
[] 40 feet or less from property line
[] Illuminated or [] Non-illuminated [] 41 to 100 feet from property line
[] On Premise or [] Off Premise [] more than 100 feet from property line

[] Reader Board / Electronic Message Board – NO FLASHING SIGNS ARE PERMITTED

[] Architectural Review Board (ARB) approval required? [] No [] Yes ARB Case # _____

Attach a sketch of the sign and a site drawing of proposed sign location, & indicate:

- [] property lines, [] new sign location and setbacks from property lines
[] streets & driveway locations [] north arrow.
[] existing buildings and structures [] right of way
[] existing signs & dimensions

I hereby certify that I have read and examined this application and know the information I (applicant) provided to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction of the performance of construction. I, the undersigned, understand that I am responsible for correctly locating the property lines.

Signature of Applicant _____ Date _____

Printed Name: _____

*Signature of Property Owner _____ Date _____

Printed Name: _____

*Sign Permit Application will not be processed without the signature of the property owner.

Questions regarding signs, please contact the Planning Division at 515-963-3550.

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT REVIEW & APPROVAL

Legal Description: _____ Zoning: _____
Date received _____ Approval Notification Date _____
Office Use Only