



Application for Sign Approval

This application is to be used for temporary commercial signs (including any banner signs), new permanent signs, or in the event that a simple change of signs is being requested and no construction or external remodeling is being accomplished which would require a full site plan.

Date Submitted: _____ Applicant Name: _____
Applicant Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

SIGN PERMIT FEE SCHEDULE

Site Plan: \$25.00

Sign Erection or Relocation: \$25

Business Name: _____ Address: _____

Description of site being considered:

Tax ID number: _____ Current zoning of site: _____

Abbreviated Site Plan:

Provide a scale drawing that clearly shows the following:

- Location, type, lighting and size of proposed and existing signs.
- Materials to be used for the construction of this sign.

If any of the above information is not being provided, please indicate reasoning:

How will the proposed sign be compatible with existing surrounding uses, buildings and structures when considering traffic generation, parking, building design, location and landscaping? _____



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The following conditions will apply to this sign application: _____

Expiration Date for the use of a temporary sign: _____

All fields must be filled out before application will be considered. ('N/A' fields not applicable)

Signature of Applicant:

In issuing this application the signer(s) certifies the information provided is correct and they agree to the conditions set by the planning commission and/or city council

Business Owner/Sign Company Signature _____
Print Name _____

Property Owner Signature _____
Print Name _____

For City Use:

Fee Paid \$ _____ Received By: _____

Planning Commission/City Council Review Checklist.

____ Has all the required information been provided for review where applicable?

____ Does the proposed sign conform to the City Sign Ordinance?

____ Has the plan been reviewed by the City Engineer/Bldg Official and all concerns addressed?