



SIGN SUPPLEMENTAL INFORMATION SHEET

File #: _____

Office Use Only
Revised 6-2013

WHAT TO INCLUDE WITH YOUR PERMIT APPLICATION FOR A SIGN

In addition to the complete land use permit application permit form, applicants must submit the following additional information for all requests involving signs:

- Applicant contact information.
- Property owner contact information.
- Property information, site address, legal description, tax identification number, zoning district.
- Project information including a description of the sign plan for the site and total proposed signage, including all permanent and temporary signage.
- A site plan, drawn to scale, to include:
 - Dimensions and area of the lot or parcel.
 - Location of all existing and proposed structures and signs with distances measured from the lot lines and right-of-way of all abutting roads or highways.
 - In the Riverway, Shoreland and Floodplain Overlay Districts, location of the bluffline, OHWM of any abutting navigable waterways, floodplain, floodway and floodfringe limits as determined from floodplain zoning maps used to delineate floodplain areas
 - Location of existing or future access driveways and roads or highways.
- Conceptual drawings of all proposed signs with dimensions.
- Information on all lighting and electrical components.
- Method of construction and/or attachment to a building or in the ground shall be explained in the plans and specifications.
- Contact information for whoever will be erecting the sign(s).
- Attach all related permits or permit applications.
- Calculations for compliance with the Uniform Building Code and the Uniform Sign Code for construction.
- Additional relevant information deemed necessary by the Zoning Administrator to apply all applicable ordinance requirements and standards, such as photos, cross-section drawings, specialized engineering plans and landscaping.
- If additional information is requested, the application shall not be considered a properly completed application and timeframes for processing shall not commence until the additional information is received.

QUESTIONS? Please contact:

Dan Sitz, Community Development Department, 715-386-4680