

**CITY OF LOCUST GROVE
Sign Permit Application
Checklist**

The following information must be either included on the application or submitted along with the application for sign permit approval:

APPLICANT OWNER INFORMATION

- The name, address and telephone number of property owner.

SITE LOCATION INFORMATION

- The address of the building, structure, or property to where the sign is to be attached or erected.

SIGN INFORMATION

- Position of the sign in relation to nearby buildings or structures, property lines and other signs located on the lot showing compliance with all setback lines required by the City.

COLORED DRAWINGS

- Two (2) sets of accurately scaled color drawings of the plans, contents, specification, and methods of construction and attachment to the building or the ground for the sign as well as a scaled drawing of the site showing drives, structures and any other limiting site features.

CONTRACTOR INFORMATION

- If a sign contractor is used to design and/or install the sign, the name of the person, firm, corporation, or association erecting the sign.

PROPERTY OWNER CONSENT FORM

- Written consent of the owner of the building or lot upon which the sign is to be erected. (**ATTACHED**)

EXISTING SIGN INFORMATION

- A written list describing all other signs located on the lot indicating the sign type, size and placement.

PAYMENT

- Sign Application Fee** = \$50 – permanent signage
\$25 – semi-permanent signage
\$15 – temporary signage

Sign Permit Fee = \$250* -- permanent signage
\$100 – semi-permanent signage
\$50 – temporary signage

*(\$.50) per sq. ft., per side of all permanent signage or a minimum fee of \$250, whichever is greater. Plus a \$50 electrical permit fee for signs with internal or indirect lighting.

OFFICIAL USE ONLY

PROCESSED BY: _____

APPLICANT NAME: _____

DATE: _____

SITE LOCATION INFORMATION

SIGN INFORMATION

COLORED DRAWINGS

CONTRACTOR/SIGN COMPANY INFORMATION

PROPERTY OWNER INFORMATION/CONSENT FORM

PROPERTY OWNER CONSENT FORM

EXISTING SIGN INFORMATION

NOTES: _____



Submittal Date:	_____
Permit #:	_____
Sign ID #:	_____

CITY OF LOCUST GROVE

Sign Permit Application

****All Information Required for Processing****

Sign Location Information

Name of Business: _____
 Address: _____
 City/State/ZIP _____
 Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
 Land Lot(s) _____ District _____ Nearest Intersection _____
 Parcel ID # (REQUIRED) _____

Applicant Information*

Name of Property Owner: _____
 Address: _____
 City/State/ZIP _____
 Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
 Contact Person: _____ Contact Number: (____) _____ - _____

Sign Contractor Information

Name of Business: _____
 Address _____
 City/State/ZIP _____
 Telephone: (____) _____ - _____ Ext. _____ Facsimile: (____) _____ - _____ Email _____
 Business License Number: _____

New Sign Information

Ground Sign Projecting/Swinging Sign Wall Sign Temporary Sign Interstate Sign
 Semi-Permanent Sign Wayfinding Sign Roof Sign Entrance Sign
 Window Sign Awning Sign Subdivision Sign Other Type: _____

Height above grade: _____ Material: _____
 Sign Dimensions: _____ Total area per each side of sign _____
 Beginning Date: _____ Ending Date: _____
 Total square footage of building façade: _____ Setback from Right of Way: _____
 Electrical Requirements- Outlets: _____ Lighting: _____ Power connection: _____
 Estimated Cost of Construction: _____

*THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS PERMIT, OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICHEVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WHETHER FOR THE BASIC SERVICES OR ADDITIONAL SERVICES TO PERSONS OR PROPERTY. THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE CITY AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS OR ACTIONS, AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION, AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY CAUSED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONS CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT WITH THE ACQUISITION OF AND CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR, WITHOUT COST TO THE CITY, THE DEFENSE OF ANY AND ALL CLAIMS, LITIGATIONS, AND ACTIONS, SUFFERED THROUGH ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.
 I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT.

PLEASE PRINT NAME _____ APPLICANT'S SIGNATURE (Must Be Original Signature) _____ CONTACT NUMBER _____

DO NOT COMPLETE THE FOLLOWING-OFFICE USE ONLY

PLANNING AND ZONING DEPARTMENT

Map Number _____ District _____ Land Lot(s) _____ Zoning _____
 Zoning Conditions Concerning Signs _____
 Application APPROVED / DENIED by _____ Date: _____
 Application fee amount \$ _____ cash/check#/credit card _____ Received by _____ Date Submitted: _____

BUILDING DEPARTMENT

Permit APPROVED / DENIED by _____ Date: _____
 Building Permit Remarks _____
 Permit Number _____ Date Issued _____ Signature _____
 Permit fee in the amount of _____ cash/check#/credit card _____ Received by _____ Date: _____



Sign Permit Application Notarized Owner Consent Letter

To Whom It May Concern:

I hereby authorize (Sign Company) _____ and any of its agents to obtain all necessary sign permits and documentation needed to complete installation at the following:

Address: _____

Parcel ID number(s): _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number: _____ Date: _____

Signature: _____

Printed Name: _____

NOTARY

On this day, personally appeared before me _____, to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

SEAL