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
$15 – temporary signage

Sign Permit Fee = $250* – permanent signage
$50 – temporary signage

*($0.50) per sq. ft., per side of all permanent signage or a minimum fee of $250, whichever is greater. Plus a $75 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: _____

_____

_____

REVISED 8/13

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
☐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 ACQUISTION OF AND CONSTRUCTION UNDER THE PERMITAND 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 OMISSIONOF 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 COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

_____ _____ _____
PRINT NAME APPLICANT'S SIGNATURE CONTACT NUMBER

DO NOT COMPLETE THE FOLLOWING-OFFICE USE ONLY

Zoning _____
Zoning Conditions Concerning
Signs _____
Application APPROVED / DENIED by _____ Date: _____
Application fee amount $_50.00_

Permit APPROVED / DENIED by _____ Date: _____
Building Permit
Remarks _____
Permit fee amount of $ _____

REVISED 7/19

Sign Permit Application
Notarized Owner Consent Letter

To Whom It May Concern:

I hereby authorize (Sign Company/Tenant) _____
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: _____

Email Address: _____

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