



SIGN PERMIT APPLICATION

City Hall
400 Washington Street

Code Inspection - (319) 753-8131
Planning & Zoning - (319) 753-8151

OFFICE USE ONLY

Zoning District: _____ Fee: \$ _____ Paid: ____/____/____
 Allowed: _____ sq. ft. Proposed: _____ sq. ft.
 Existing: _____ sq. ft. Remaining: _____ sq. ft.

Please read completely and then fill out and submit information that is requested.

- ◆ ***A site plan drawing is required to be submitted with this application.***
- ◆ ***Fee for sign shall be paid upon approval of application.***
- ◆ ***NO signs shall be placed within the public right of way.***
- ◆ ***Signs must meet requirements as stated in the Zoning Ordinance and Building Code.***

Date: _____ Business Name/Use: _____

Address: _____

Sign Value (Including Installation): \$ _____

Property Owner: _____

Address: _____ Phone: () _____

Sign Installer: _____ Phone: () _____

Address: _____

Building Frontage: _____ Lot Frontage: _____

EXISTING SIGN(S) INVENTORY

	<u>Type¹</u>	<u>Location</u>	<u>Height²</u>	<u>Size³</u>	<u>Area (Sq. Ft.)</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

1. Pole, wall, monument, lighted, electronic message, etc 2. Ground (ave grade) to top of sign 3. Size: (length)*(width)*(depth)

PROPOSED SIGN(S)

	<u>Type¹</u>	<u>Location</u>	<u>Height²</u>	<u>Size³</u>	<u>Area (Sq. Ft.)</u>	<u>Value</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

1. Pole, wall, monument, lighted, electronic message, etc 2. Ground (ave grade) to top of sign 3. Size: (length)*(width)*(depth)

PLEASE MAKE SURE THE FOLLOWING ITEMS ARE INCLUDED, WHERE APPLICABLE:

____ **Site Plan MUST be submitted:** showing building outline and dimensions, property lines and dimensions, driveways, and sign locations (proposed and existing), and all easements and utilities which are in the vicinity of the proposed sign(s), (use graph sheets or other appropriate documents).

____ **Picture/Illustration:** including dimensions of proposed sign, sign wording and special features.

____ **Drawings and specifications:** construction materials, anchorage, lighting, certification of engineer.

____ **Electrical Contractor:** Name/Company _____

* Contractor must receive electrical permit prior to issuance of sign permit. Date Issued: _____

The applicant _____, agrees to make all installations in accordance with the Sign Ordinance and all other applicable ordinances of the City of Burlington, Iowa, and further agrees to hold the City harmless from any liability incurred as a result of the installation of said sign or advertising structure.

Authorized Representative

Title

Date

ZONING APPROVAL

Approved

Denied

Conditions or explanation:

Zoning Official

Date

CODE APPROVAL

Approved

Denied

Conditions or explanation:

Code Official

Date

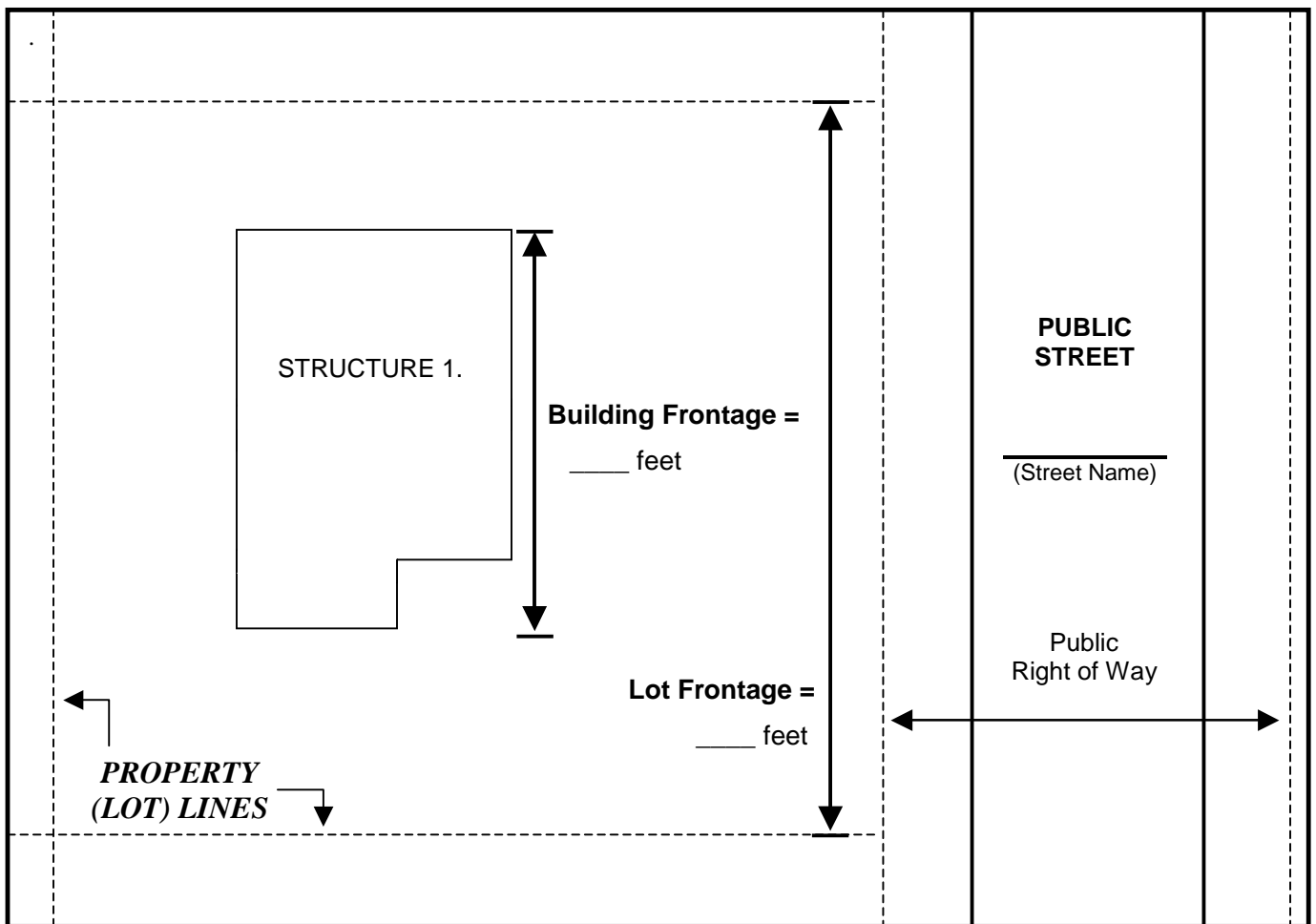
SAMPLE SITE LAYOUT SKETCH:

SHOW SIMILAR SKETCH OF PROPOSED AND/OR CURRENT SITE LAYOUT WITH THE LOCATION OF ALL PROPOSED AND/OR CURRENT SIGNS.

Show building outline and dimensions, property lines and dimensions, driveways, and sign locations. Include ALL frontage lengths in the sign application (lot frontages, building frontages).

LOT FRONTAGES are those portions of a lot, property, or building site which are adjacent to and abut a public street. Public alleys, easements, and pedestrian walkways are not considered frontage in determining sign area.

BUILDING FRONTAGES are those portions of the buildings which are parallel to and adjacent to the lot frontage.



X = Indicates Sign Location

Sign regulations and requirements are found under Chapter 17.75 Signs of the Zoning and Subdivision Regulations for the City of Burlington, Iowa.