

SIGN PERMIT APPLICATION PACKET



DEVELOPMENT
SERVICES

City of Yukon Development Services Department
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SIGN PERMIT REVIEW PROCEDURES, SUBMITTAL REQUIREMENTS AND FEES

No sign permit may be erected, constructed, structurally altered, moved, extended, enlarged, replaced or removed without the owner or operator first obtaining a sign permit.

Requirements for a Sign Application: A sign permit application must contain the following submittals. ***Incomplete applications or applications without adequate drawings will cause a delay in the processing of your application.***

_____ A complete SIGN PERMIT APPLICATION

_____ A site plan containing the information showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries and Right-of-Way, and all existing structures or buildings on the subject property.

_____ Dimensioned plan showing frontage of building with the ***property owner's signature*** on each copy

_____ Picture/drawing of the proposed sign as it will be seen on the building elevation/frontage with dimensions, including proposed colors, and material with the ***property owner's signature*** on each copy

_____ An elevation of the proposed sign with dimensions (width and height)

_____ Wind load calculations

_____ A copy of stress diagrams of plans

_____ The owner(s) of the property, or his/her agent, **must sign-off on the application**, granting the applicant permission for the placement, maintenance, size and height of the subject sign to be placed on the property.

Following review by the Development Services Director of his designee the sign permit will be approved with conditions or deny the sign permit application. All sign applications will be reviewed within 5-7 working days.

Fees: Please see fee schedule for appropriate sign fees

For additional information, guidelines, and regulations, please review Chapter 213 of the City of Yukon Sign Ordinance by following this link: www.municode.com

SIGN PERMIT APPLICATION

Date: _____

Applicant/Sign Contractor _____

Business Address: _____
Number & Street Name City State Zip Code

Business Phone: () _____ Cell: () _____

Fax: () _____ Email: _____

Name of Business where sign will be located: _____

Address of property where sign will be located: _____

Description of Proposed Sign: (please check)

_____ New Sign _____ Moving of existing sign _____ Removing of Sign _____ Changing out Face Sign
_____ Enlargement of Existing Sign _____ Structural alteration of existing sign

Estimated Value of each sign \$ _____

Sign Type: (please check all that apply)

_____ Agricultural Sign	_____ Inflatable Device	_____ Mural
_____ Apartment Name Sign	(temporary, 2 times per year for	_____ Pole Sign
_____ Awning Sign	30 consecutive days)	_____ Streamers
_____ Banner (temporary, 2	_____ Industrial Sign	_____ Subdivision Entry Sign
times per year for 30	_____ Message Board	_____ Wall Sign
consecutive days)	(See Illumination note	_____ Window Signs
_____ Billboard (requires a	below)	_____ Other _____
Conditional Use Permit)	_____ Monument Sign	
_____ Canopy Sign		
_____ Development Sign		

Note: Bench, cardboard, fence, handmade, home occupation, obscene, obstructing, snipe, and outdated signs are not allowed.

Illumination: (please check all that apply)

_____ Reflectors	_____ Internal	_____ Other _____
_____ Flood Lights	_____ Neon	_____ None

Note: No sign or advertising device shall have a distracting appearance of animated motion of graphics, blinking, flashing, or shimmering.

Electrician for Sign: _____

Sign Dimensions

Height _____ ft. Distance from right-of-way line _____ ft.

Area _____ sq. ft. Distance from other signs _____ ft.

Total Number of existing Signs and Advertising Devices on property: _____

Total Number of existing Types of Signs or Advertising Devices on property: _____

Property street frontage: _____ ft.

Certification: You as the applicant certify with your signature that all of the following statements are true:

- This application is complete and all of the information provided is accurate.
- I have the authority to sign this application on behalf of the property owner.
- I certify that the proposed sign is not in the easement or right of way.

Applicants Signature *Title or position* *Date*

SIGN PERMIT WORKSHEET

SIGN A: _____ New Sign _____ Existing, No change _____ Existing, New Copy

Sign Type:	Sign Specifications:
<input type="checkbox"/> Window Sign	(Length _____ x Height _____)
<input type="checkbox"/> Wall Sign	Sign area _____ Square Feet
<input type="checkbox"/> Ground Sign	
<input type="checkbox"/> Pole Sign	Overall height from ground _____
<input type="checkbox"/> Projecting Sign	Clearance from ground to sign bottom _____
<input type="checkbox"/> Awning Sign	_____ Single face _____ Two-sided
<input type="checkbox"/> Other _____	
Copy _____	
Method of Support _____	Illumination type _____ Hours _____

SIGN B: _____ New Sign _____ Existing, No change _____ Existing, New Copy

_____ Sign Type:	Sign Specifications:
<input type="checkbox"/> Window Sign	(Length _____ x Height _____)
<input type="checkbox"/> Wall Sign	Sign area _____ Square Feet
<input type="checkbox"/> Ground Sign	
<input type="checkbox"/> Pole Sign	Overall height from ground _____
<input type="checkbox"/> Projecting Sign	Clearance from ground to sign bottom _____
<input type="checkbox"/> Awning Sign	_____ Single face _____ Two-sided
<input type="checkbox"/> Other _____	
Copy _____	
Method of Support _____	Illumination type _____ Hours _____

SIGN C: _____ New Sign _____ Existing, No change _____ Existing, New Copy

_____ Sign Type:	Sign Specifications:
<input type="checkbox"/> Window Sign	(Length _____ x Height _____)
<input type="checkbox"/> Wall Sign	Sign area _____ Square Feet
<input type="checkbox"/> Ground Sign	
<input type="checkbox"/> Pole Sign	Overall height from ground _____
<input type="checkbox"/> Projecting Sign	Clearance from ground to sign bottom _____
<input type="checkbox"/> Awning Sign	_____ Single face _____ Two-sided
<input type="checkbox"/> Other _____	
Copy _____	
Method of Support _____	Illumination type _____ Hours _____

SIGN D: _____ New Sign _____ Existing, No change _____ Existing, New Copy

_____ Sign Type:	Sign Specifications:
<input type="checkbox"/> Window Sign	(Length _____ x Height _____)
<input type="checkbox"/> Wall Sign	Sign area _____ Square Feet
<input type="checkbox"/> Ground Sign	
<input type="checkbox"/> Pole Sign	Overall height from ground _____
<input type="checkbox"/> Projecting Sign	Clearance from ground to sign bottom _____
<input type="checkbox"/> Awning Sign	_____ Single face _____ Two-sided
<input type="checkbox"/> Other _____	
Copy _____	
Method of Support _____	Illumination type _____ Hours _____