Sign Permit Application Packet

DATE RECEIVED: _____

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

The Sign Permit Application must be accompanied by the following:

☐ **Completed & Signed 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 indicating the position of the sign with respect to nearby building(s) / structure(s)

☐ 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 or his/her designee, the sign permit will be approved with conditions or denied. All sign applications will be reviewed within 5-7 working days.

Fees: Please see the fee schedule for appropriate sign fees.

For additional information, guidelines and regulations, please review Chapter 215 of the City of Yukon Sign Ordinance by following this link: www.municode.com

Incomplete applications or applications without adequate drawings will cause a delay in the processing of your application.

Sign Permit Application

Please PRINT or TYPE all information   **APPLICANT INFORMATION**

Property Owner(s) Name:	Email:	Business Phone #:
Business Name (where sign is to be located):	Business Physical Address:	Cell Phone #:
City: State: Zip:		Fax #:

SIGN CONTRACTOR

Name / Business Name:	Email:	Business Phone #:
Business Address:		Cell Phone #:
City: State: Zip:		Fax #
Electrician for Sign:		

DESCRIPTION OF PROPOSED SIGN (Please check)

☐ New Sign	☐ Moving of Existing Sign	☐ Removing of Sign
☐ Changing Out Sign Face	☐ 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 (temporary, 2 times per year for 30 consecutive days)	☐ Mural
☐ Apartment Name Sign		☐ Pole Sign
☐ Awning Sign	☐ Industrial Sign	☐ Streamers
☐ Banner (temporary, 2 times per year for 30 consecutive days)	☐ Message Board (See Illumination note below)	☐ Wall Sign
☐ Billboard (requires a Conditional Use Permit (CUP)	☐ Monument Sign	☐ Window Signs
☐ Canopy Sign	☐ Development Sign	☐ Subdivision Entry Sign
☐ Other:		
☐ 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 or animated motion of graphics, blinking, flashing or shimmering.

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

Applicant Printed Name:	Applicant Signature:	Date:

Sign Permit Worksheet

SIGN A:	□ New Sign	□ Existing, No Change	□ Existing, New Copy
Sign Type:		**Sign Specifications:**	
□ Window Sign		Length:	Height:
□ Wall Sign		Sign area (sq. ft.):	
□ Ground Sign		Overall height from ground:	
□ Pole Sign		Clearance from ground to sign bottom:	
□ Projecting Sign		□ Single Face	
□ Awning Sign		□ Two-Faced	
□ Other:			
Copy:			
Method of Support:		Illumination Type:	Hours:

SIGN B:	□ New Sign	□ Existing, No Change	□ Existing, New Copy
Sign Type:		**Sign Specifications:**	
□ Window Sign		Length:	Height:
□ Wall Sign		Sign area (sq. ft.):	
□ Ground Sign		Overall height from ground:	
□ Pole Sign		Clearance from ground to sign bottom:	
□ Projecting Sign		□ Single Face	
□ Awning Sign		□ Two-Faced	
□ Other:			
Copy:			
Method of Support:		Illumination Type:	Hours:

SIGN C:	□ New Sign	□ Existing, No Change	□ Existing, New Copy
Sign Type:		**Sign Specifications:**	
□ Window Sign		Length:	Height:
□ Wall Sign		Sign area (sq. ft.):	
□ Ground Sign		Overall height from ground:	
□ Pole Sign		Clearance from ground to sign bottom:	
□ Projecting Sign		□ Single Face	
□ Awning Sign		□ Two-Faced	
□ Other:			
Copy:			
Method of Support:		Illumination Type:	Hours:

SIGN D:	□ New Sign	□ Existing, No Change	□ Existing, New Copy
Sign Type:		**Sign Specifications:**	
□ Window Sign		Length:	Height:
□ Wall Sign		Sign area (sq. ft.):	
□ Ground Sign		Overall height from ground:	
□ Pole Sign		Clearance from ground to sign bottom:	
□ Projecting Sign		□ Single Face	
□ Awning Sign		□ Two-Faced	
□ Other:			
Copy:			
Method of Support:		Illumination Type:	Hours: