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| City of Sheldon  Sign Permit Application |



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| ***PERMIT MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE RETURNED*** |

ZONING CODE, CHAPTER 20.7, PERMITS REQUIRED: "IT SHALL BE UNLAWFUL FOR ANY PERSON TO ERECT, ALTER, OR RELOCATE WTIHIN THE CITY ANY SIGN OR OTHER ADVERTISING STRUCTURE AS DEFINED IN THIS ORDINANCE, WITHOUT FIRST OBTAINING A SIGN PERMIT AND MAKING PAYMENT OF THE REQUIRED FEE.”

**PROPERTY OWNER INFORMATION APPLICANT (If other than PROPERTY OWNER)**

Name: Cell Phone: Name: Cell Phone:

Address: Address:

Address of Proposed Work: Email:

Email: Sign Business: c Design Professional: c Other: c

Describe the Sign in Detail. **PLEASE ATTACH A SITE PLAN AND SIGN DRAWING ON A SEPARATE PAGE**.

Please indicate the sign text or message presented on the sign.

**PROJECT TYPE:**  New Construction Relocate Sign Sign Alteration Face Change Replace Existing Enlarge Sign



**SIGN TYPE:**  all that apply

Wall Sign Pole Sign Ground Sign Window Sign (cling, sticker, etc.)

Directional Sign Projecting Sign Directory Sign Off Premise Sign/Billboard

Temporary Sign Portable Sign Electronic Digital Sign \_\_\_\_\_ Monument Sign

Banner/Flag Sign Temporary Sign Joint Identification Sign (multiple businesses)

Other: Double Sided Sign? Sign message on one side?

**SIGN DIMENSIONS:**

Width: \_\_\_ Length: \_\_ Total Square Feet of signage: \_\_\_\_ Total number of signs: \_\_\_\_\_\_\_

Sign Height: \_\_ Overall Height: \_ Building Frontage: c Independent structure c Attached to bldg.

(Only if attached to a building): Height above building: \_\_\_ Distance sign will project out from a wall:

Distance from front property line: Distance from side property line:

Description of sign base or sign structure (materials, appearance, etc.?) \_\_\_

**SIGN COST**: $ Date of Installation?

**ONLY COMPLETE FOR TEMPORARY, BANNER, OR SPECIAL EVENT SIGNS:**

The undersigned hereby applies for a sign permit for (describe event, business, or use):

For number of days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign will be up from (dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ thru \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Message on the sign or description of sign:

Size of Temporary Sign, Banner, Flag, etc.: \_\_\_\_\_\_ x \_\_\_\_\_\_ Setback from property lines: \_\_\_\_\_\_\_ Zoning:

**NOTICE:**

**RETURN COMPLETED SIGN PERMIT APPLICATION TO SHELDON COMMUNITY SERVICES CENTER AT 416 9TH STREET. SIGN PERMIT EXPIRES ONE (1) YEAR AFTER ISSUE DATE. IF TIME PERIOD HAS ELAPSED, A NEW SIGN PERMIT IS REQUIRED. ABSOLUTELY NO PERMIT WILL BE ISSUED ON THE SPOT. THE ZONING ADMINISTRATOR MAY REQUIRE A CONFERENCE BEFORE ISSUANCE. THE UNDERSIGNED AGREES TO COMPLY IN ALL RESPECTS WITH THE PROVISIONS OF THE OUTDOOR SIGN REGULATIONS AND SIGN ORDINANCES OF THE CITY OF SHELDON. THE SIGN PERMIT FEES ARE APPROVED PER RESOLUTION OF THE CITY COUNCIL. THE FEE SHALL DOUBLE IF CONSTRUCTION STARTS PRIOR TO RECEIVING A SIGN PERMIT. IT IS THE APPLICANT’S RESPONSIBILITY TO NOTIFY IOWA ONE-CALL (1-800-292-8989 OR 811) BEFORE ANY EXCAVATION BEGINS.**

Sheldon Sign Permit Application

- Page 2 -

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| **ACKNOWLEDGEMENT & SIGNATURE** |
| The applicant, by signing, acknowledges and agrees to the conditions of this sign permit; and that the provisions of the Sheldon Zoning Ordinance and the Sheldon Code of Ordinances may be applicable to the submitted project. I hereby will defend, indemnify, protect, and hold harmless the City of Sheldon and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct. All provisions of laws and ordinances governing this type of work shall be completed with whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this sign permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or performance of signs. The City of Sheldon accepts no liability for measurements or location of lot lines or easements.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Property Owner  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work) |

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| **CITY OFFICE USE ONLY** | | |
| Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Zoning Administrator or Authorized Representative  Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  City of Sheldon Authorized Representative  Approved c Denied c Conditional Approval c *- if conditional approval, conditions required:*  Review comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign Permit Requires: Variance c Conditional Use c Other c \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If required, forwarded to P&Z or Board of Adjustment on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date | Lot Size (sq.ft.): | Zoning District: |
| Legal Description (lot, block, subdivision): | |
| Required Yard Setbacks (by Ordinance) | |
| Front: \_\_\_\_\_\_\_\_\_\_ \_\_\_ Side: \_\_\_\_\_\_\_\_\_  Rear: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Side: \_\_\_\_\_\_\_\_\_ | |
| Permit Fees: $ | Date Paid: |

**SIGN PERMIT PLAN & DRAWINGS**

Draw your sign. Show relationship to any buildings, streets, etc. Show the setbacks of any sign structures or buildings from the property lines. You may use the map feature in [www.beason.schneidercorp.com](http://www.beason.schneidercorp.com) or attach a separate sheet, plans, or sign specifications.

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