



City of Sheldon

Sign Permit Application

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 WITHIN 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

Name: _____ Cell Phone: _____

Address: _____

Address of Proposed Work: _____

Email: _____

APPLICANT (If other than PROPERTY OWNER)

Name: _____ Cell Phone: _____

Address: _____

Email: _____

Sign Business: Design Professional: Other: _____

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: _____ Independent structure 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.

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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)

CITY OFFICE USE ONLY

Reviewed by: _____ Date: _____ Zoning Administrator or Authorized Representative	Lot Size (sq.ft.):	Zoning District:
Approved by: _____ Date: _____ City of Sheldon Authorized Representative	Legal Description (lot, block, subdivision):	
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional Approval <input type="checkbox"/> - <i>if conditional approval, conditions required:</i>	Required Yard Setbacks (by Ordinance) Front: _____ Side: _____ Rear: _____ Side: _____	
Review comments: _____ _____	Permit Fees: \$	Date Paid:
Sign Permit Requires: Variance <input type="checkbox"/> Conditional Use <input type="checkbox"/> Other <input type="checkbox"/> _____ If required, forwarded to P&Z or Board of Adjustment on: _____ (date)		

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 or attach a separate sheet, plans, or sign specifications.

