

Received:

(Office Use)



City of New Carlisle, Planning Department  
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Permit No. \_\_\_\_\_

\_\_\_\_\_  
Authorized City Signature  
(Office Use)

### SIGN PERMIT APPLICATION

#### APPLICANT INFORMATION

- 1) Name (Please Print): \_\_\_\_\_ 2) Phone: \_\_\_\_\_
- 3) Email: \_\_\_\_\_
- 4) Address of Sign Location: \_\_\_\_\_
- 5) Name of Landowner: \_\_\_\_\_ 6) Phone: \_\_\_\_\_

#### SIGN INFORMATION

- 1) Zoning District: \_\_\_\_\_ 2) Company Name: \_\_\_\_\_
- 4) Type of Sign: \_\_\_\_\_
- 5) Width of Sign: \_\_\_\_\_ 6) Height of Sign: \_\_\_\_\_ 7) Total Sq. Ft. (Width x Height): \_\_\_\_\_
- 8) Projection of Sign (If applicable): \_\_\_\_\_ 9) Elevation of Sign: \_\_\_\_\_
- 10) Illumination  None  Internal  External 11) Electrical Service Required: Yes  No
- 12) Sign Erector: \_\_\_\_\_ 13) Phone: \_\_\_\_\_
- 14) Liability Insurance or Bond (Name of Company): \_\_\_\_\_ 15) Phone: \_\_\_\_\_
- 16) If Temporary, sign will be: Erected (Date) \_\_\_\_\_ Removed (Date) \_\_\_\_\_

#### **REQUIRED ATTACHMENTS (ALL NEEDED AND NECESSARY)**

- 1) A sketch, drawn to scale showing the following:
  - (a) The lot location, right-of-way, and lot dimensions.
  - (b) The building frontage and setback distance.
  - (c) A drawing to scale showing the design of the sign, including dimensions, sign size, method of attachment, source of illumination, and showing the relationship to any building or structure to which it relates. If the sign will be attached to an existing building, a current photograph of that building's face shall be submitted. The dimensions of the wall to which the sign is to be attached shall also be specified.
  - (d) A fully dimensioned plot plan, approximately to scale, indicating the location of the sign relative to property lines, rights-of-way, streets, sidewalks, and other buildings or structures on the premises.
  - (e) The maximum and minimum height of the sign.
  - (f) The traffic speed limit and width of adjacent public rights-of-way.
  - (g) The copy for the sign, including lettering, symbols, graphics, and anything else that will appear on the sign.
  - (h) The number, location, and size of any other signs on the premises.
  - (i) Name, address, and telephone numbers of the sign owner.
  - (j) Any other information (such as deed restrictions) requested by the Zoning Inspector to determine conformity with this sign code.
- 2) If using electric an electrical permit must be obtained from Clark County, Ohio.
- 3) LETTER OF PERMISSION FROM BUILDING OWNER GRANTING PERMISSION TO HANG SIGN
- 4) **\$30 Application Fee, plus \$.50 Per Square Foot of all Signage Included in this Application.**

If the sign authorized by this permit is not erected within (6) months of the date of issuance, this permit shall no longer be valid. Approval of the Sign Permit requested by this application indicates acceptance of responsibility by the applicant to comply with ALL provisions of Chapter 1290 of the Codified Ordinances of New Carlisle.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_