

SIGN PERMIT
BOONE COUNTY PLANNING COMMISSION

Three (3) copies of submitted drawings are required

An application consists of all fees paid in full, submitted drawings, and a completed application form

The information on the drawings shall contain the following items:
(a) location of proposed sign(s); (b) height of proposed sign(s);
(c) dimensions of sign or signage area; (d) type of illumination;
and (e) type of construction material

SECTION A: (To be completed by applicant)

1. Name of Business: _____

2. Location of Business: _____

3. Current Owner: _____

Address: _____

_____ City _____ State _____ Zip Code

Phone Number: _____ Fax Number: _____

Email: _____

4. Applicant: _____

Address: _____

_____ City _____ State _____ Zip Code

Phone Number: _____ Fax Number: _____

Email: _____

5. Proposed Signs

A. Sign 1

(1) Type of Sign (check one)

- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |

(2) Height of Proposed Sign (feet): _____

(3) Area of Proposed Sign (square feet): _____

(4) Is this a face change: Yes No

(5) Linear feet of building width, or lease space, on which the sign will be mounted

- (for building mounted signs only): _____
- (6) Linear feet of lot frontage along the road where the sign will be visible: _____
- (7) Is the sign replacing an existing sign: Yes No
If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____
- (8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No
If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

B. Sign 2

- (1) Type of Sign (check one)
- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |
- (2) Height of Proposed Sign (feet): _____
- (3) Area of Proposed Sign (square feet): _____
- (4) Is this a face change: Yes No
- (5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____
- (6) Linear feet of lot frontage along the road where the sign will be visible: _____
- (7) Is the sign replacing an existing sign: Yes No
If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____
- (8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No
If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

C. Sign 3

- (1) Type of Sign (check one)
- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |
- (2) Height of Proposed Sign (feet): _____
- (3) Area of Proposed Sign (square feet): _____
- (4) Is this a face change: Yes No
- (5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____
- (6) Linear feet of lot frontage along the road where the sign will be visible: _____
- (7) Is the sign replacing an existing sign: Yes No
If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____
- (8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No
If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

D. Sign 4

(1) Type of Sign (check one)

- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |

(2) Height of Proposed Sign (feet): _____

(3) Area of Proposed Sign (square feet): _____

(4) Is this a face change: Yes No

(5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____

(6) Linear feet of lot frontage along the road where the sign will be visible: _____

(7) Is the sign replacing an existing sign: Yes No

If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____

(8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No

If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

E. Sign 5

(1) Type of Sign (check one)

- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |

(2) Height of Proposed Sign (feet): _____

(3) Area of Proposed Sign (square feet): _____

(4) Is this a face change: Yes No

(5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____

(6) Linear feet of lot frontage along the road where the sign will be visible: _____

(7) Is the sign replacing an existing sign: Yes No

If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____

(8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No

If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

F. Sign 6

(1) Type of Sign (check one)

- | | |
|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board (drive through) |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Monument (free standing) |
| <input type="checkbox"/> Electronic Message Board/
Display Screen | <input type="checkbox"/> Architectural Free Standing |
| | <input type="checkbox"/> Other: _____ |

(2) Height of Proposed Sign (feet): _____

(3) Area of Proposed Sign (square feet): _____

- (4) Is this a face change: Yes No
- (5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____
- (6) Linear feet of lot frontage along the road where the sign will be visible: _____
- (7) Is the sign replacing an existing sign: Yes No
If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____
- (8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No
If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

G. Sign 6

- (1) Type of Sign (check one)
 - Canopy
 - Directional
 - Electronic Message Board/ Display Screen
 - Menu Board (drive through)
 - Monument (free standing)
 - Architectural Free Standing
 - Other: _____
- (2) Height of Proposed Sign (feet): _____
- (3) Area of Proposed Sign (square feet): _____
- (4) Is this a face change: Yes No
- (5) Linear feet of building width, or lease space, on which the sign will be mounted (for building mounted signs only): _____
- (6) Linear feet of lot frontage along the road where the sign will be visible: _____
- (7) Is the sign replacing an existing sign: Yes No
If yes, indicate the height (in feet) and sign area (in square feet) of the existing sign: _____
- (8) Are there any other signs of this type on the building (or lease area) or on the property: Yes No
If yes, indicate the number, height (in feet), and sign area (in square feet) for each sign: _____

6. I, or we, understand and agree that all construction work will be performed in accordance with this application, submitted drawings, and the Boone County Zoning Regulations.

ORIGINAL Property Owner's Signature: _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

ORIGINAL Applicant's Signature: _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

SECTION B: (To be completed by Planning Commission staff)

1. Date Received: _____ Fee Received: _____ Receipt #: _____
2. Number of Copies Received: _____
3. Is application complete: Yes No
4. Staff Reviewer: _____
5. Staff Action: _____ Date of Action: _____ Permit Number: _____
_____ Approved
_____ Approved with Conditions (see #6)
_____ Denial (See #7)
6. Conditions of Approval: _____

7. Reasons for Denial: _____

8. Date copy sent to Building Department: _____

Boone County Planning Commission
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