

**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/<br>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/<br>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/<br>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/<br>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/<br>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/<br>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 7

- (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.

Property Owner's Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**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: \_\_\_\_\_

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