

SIGN PERMIT CHECKLIST

1. Applications for a free-standing sign must include a site plan of the property indicating the location of the proposed sign on the property with respect to the right-of-way lines and the property lines. Indicate length of road frontage(s).
2. Applications for a building mounted sign must include a plan indicating the width of the building frontage on the street or, in the case of a multi-tenant building, the portion of the building to be occupied by the applicant.
3. Plans for all applications must include scaled drawings indicating the total area of the proposed sign and the total height of the sign if it is a free-standing sign.
4. Plans must include a written description of the proposed sign including the type of the sign and supporting structure, method of illumination (if any), and construction materials to be used.
5. Applications **must** include the **original** property owners signature and the fee paid in full at the time of application. (See fee schedule below)
6. All plans must be submitted in triplicate.
7. Signs subject to the Kentucky Airport Zoning, Federal Aviation Agency, and/or the Kentucky Department of Highways shall include a copy of the permit from the appropriate agency with the application.
8. Failure to supply the above information may result in delays or denial of the submitted application. The Zoning Administrator and/or Zoning Enforcement Officer have fourteen (14) working days to review sign permit applications.

FEES:

Entrance and Monument Signs (flat fee for each sign) (Sections 3408.7 and 3408.3)	\$150.00 per sign \$60.00 (Directional Sign and per sign)
Museums Signs, Church Signs, School Signs, Library Signs, etc. (flat fee for each sign) (Section 3408.7)	\$100.00
Building Mounted/Window Signs (flat fee for each sign) (Sections 3408.1 and 3408.8)	\$100.00 if sign is between 0-32 sq. ft. in size \$150.00 if sign is between 33-50 sq. ft. in size \$300.00 if sign is between 51-100 sq. ft. in size \$375.00 if sign is more than 100 sq. ft. in size
Free-Standing Canopy Signs (flat fee for each sign) (Section 3408.2)	\$100.00
Drive-Through Signs or Menu Boards (flat fee for each sign) (Section 3408.4)	\$100.00

Free-Standing Signs and Monument Signs (flat fee for each sign) (Section 3408.6)	\$250.00 if sign is between 0-50 sq. ft. in size \$375.00 if sign is between 51-100 sq. ft. in size \$425.00 if sign is more than 100 sq. ft. in size
Incidental Electronically Changeable Message Sign (Sections 3408.5.A.2.h and 3408.5.B.2.h)	\$50.00 plus applicable building mounted or free-standing/monument signs fees above
Temporary Advertising Display Permits (Section 3409)	\$45.00 for each permit
Electronically Changeable Message Signs (Section 3408.5)	Conditional Use Permit Required (see fee schedule) PLUS \$200.00 if sign is less than 50 sq. ft. in size \$375.00 if sign is equal to or greater than 50 sq. ft. in size
Small Community Overlay District Signs (Building Mounted and Free-Standing Signs) (Section 3407.2)	\$50.00 if sign is between 0-32 sq. ft. in size \$80.00 if sign is between 33-50 sq. ft. in size \$150.00 if sign is between 51-100 sq. ft. in size \$200.00 if sign is more than 100 sq. ft. in size

NOTES:

1. All sign permit reviews for sites located in the *Houston-Donaldson Study* area, the *Florence Main Street Study* area, or the *Union Town Plan Study* area shall be subject to the applicable standards and procedures of that study.
2. A sign permit application and fee of \$80.00 (0-100 sq. ft. sign) or \$160.00 (over 100 sq. ft. sign) is required if the sign face only is being changed. This applies to all of the above signs.