



City of Fayetteville
 Planning Division
 113 West Mountain Street
 Fayetteville, AR 72701
 Ph# 575-8267 / Fax# 575-8202



Helping to build a better Community

SIGN PERMIT APPLICATION

Sign application 08-24-2004

Sign Site Address: _____ Zip: _____

Is the sign off site? _____ Is the sign joint identification? _____

Property owner signature _____

GENERAL INFORMATION	
Name of Business:	Bus. Phone #:
Business Owner:	Home Phone:
Business owner address:	Zip Code:
Property Owner:	
Property owner address:	
Sign Contractor:	Phone #:
Contractor address:	Zip Code:
Contractor E-mail Address (If applicable):	

Please circle: NEW / ALTERATION / ADDITION

Is sign for a new building? _____

Is sign for a new business in an existing building? _____ Has the business registered with the City? _____

Alteration or addition to existing sign(s), specify,

Setback from right-of-way for freestanding or monument sign? _____ From nearest property line _____

Type of Display surface? _____

Type of support with material? _____

Please specify; illumination: Neon / Fluorescent / Direct / Indirect / None.

If the sign is electrical, list the UL #'s: _____

Electrical Application Number (If Applicable): _____

Continued on reverse side

THE FOLLOWING INFORMATION MUST BE INCLUDED BEFORE A PERMIT CAN BE ISSUED:

»Color elevation or picture of sign with dimensions (width, height) and type of mounting including the material in which sign will be mounted. Elevation shall convey the wording of the sign.

Wall Only: Elevation of wall showing location of proposed sign, wall dimensions, and all other signs on wall.

Freestanding: Site plan indicating location of sign (see site plan requirements).

Proposed sign(s):

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting, Area, or specify if other.

Type Sign	Cost of Sign	*Illumination	Height from ground	Width x Length = Area	Area X \$1sf + \$10 =	FEE
1.						
2.						
3.						
4.						
5.						

Existing sign(s) on this site: (include photograph)

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting, Area ID or specify if other.

Sign Type	Permit #	Illumination	Length x Width = Area	Grade	Notes
1.					
2.					
3.					
4.					
5.					

Master Electrician shall obtain an electrical permit for power wiring before permit will be approved.

This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction of work is suspended or abandoned for a period of six months at any time after work is commenced.

I certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

****Neon Lighting Requires a Neon Permit****

Applicant Signature: _____ Date: _____.

Planning Division <i>(For official use only)</i>			
Zoning: _____	D.O.D.: _____	Hansen C of Z#: _____	Plat Page: _____
Nonconforming Section: _____			
In Conformance with Section: _____			
_____		_____	
Planning Official		Date	

Comments:

WHEN APPLYING FOR A SIGN PERMIT:

- 1) FILL OUT THE APPLICATION COMPLETELY. APPLICATIONS WILL BE DENIED UNLESS ALL OF THE REQUIRED INFORMATION IS PROVIDED, INCLUDING THE ITEMS LISTED BELOW.
- 2) INCLUDE A DIAGRAM OF THE SIGN AND ITS LOCATION:
 - A) FOR ALL SIGNS, INCLUDE A PICTURE OR DRAWING OF THE FRONT OF THE SIGN SHOWING ITS DIMENSIONS.
 - B) FOR A WALL SIGN, ALSO INCLUDE A PICTURE OR DRAWING OF THE WALL OF THE BUILDING SHOWING THE SIGN'S LOCATION AND DIMENSIONS OF THE BUILDING FACE.
 - C) FOR A POLE, MONUMENT, OR AREA SIGN, ALSO INCLUDE A SITE PLAN OF THE LOT, DRAWN TO SCALE, SHOWING THE LOCATION OF THE SIGN RELATIVE TO THE STREET CENTERLINE AND ADJACENT PROPERTY LINES.
 - D) FOR A PROJECTING SIGN, ALSO INCLUDE A PICTURE OR DRAWING SHOWING THE DISTANCE FROM THE BOTTOM OF THE SIGN TO THE GROUND, AND THE WIDTH OF THE SIDEWALK UNDER THE SIGN.
- 3) IF THE SIGN IS FOR A BUSINESS, THE CITY MUST HAVE A PREVIOUSLY APPROVED CERTIFICATE OF ZONING COMPLIANCE APPLICATION ON FILE. IF THERE IS NOT A CERTIFICATE OF ZONING COMPLIANCE APPLICATION ON FILE, THEN THIS APPLICATION MUST BE COMPLETED AND TURNED IN WITH THE SIGN PERMIT. THIS FORM IS AVAILABLE AT THE CITY PLANNING OFFICE (125 W. MOUNTAIN ST.)
- 4) THE SIGN'S LIGHTING MUST COMPLY WITH THE CITY OF FAYETTEVILLE OUTDOOR LIGHTING ORDINANCE. ADDITIONAL INFORMATION ABOUT THE LIGHTING MAY BE REQUIRED.
- 5) OTHER INFORMATION OR REPORTS MAY BE REQUIRED AS DEEMED NECESSARY BY THE ZONING AND DEVELOPMENT ADMINISTRATOR OR DESIGNEE.

FOR ANY QUESTIONS, CALL JESSE FULCHER, PLANNER, AT (479) 575-8308. FOR GENERAL INFORMATION ABOUT SIGN REGULATIONS, SEE THE CITY'S WEBSITE AT:

www.accessfayetteville.org

- "City Government"
- "City of Fayetteville Code of Ordinances"
- "Title 15 UDC"
- Chapter 174