

SIGN PERMIT SUBMITTAL CHECKLIST

The following must be turned in to the City Clerk's Office. Incomplete applications will not be accepted. Please refer to UDC Section 4.15– for details on the review process.

1. Pay **review fee** (*check applicable box*): Permanent = \$50.00 Temporary = \$10.00
2. Submit **one (1) hardcopy of information, to include:**

***Submitted materials should be 8 ½ x 11 except the scaled drawing or Plat/Plans. All items must be legible. ***

- The completed "**Sign Permit Application Form**" (attached).
 - A **Notarized Statement** that states the applicant is the owner or authorized agent of the owner of the property for which the rezoning application is proposed.
 - The **Legal description** of the property, and a copy of the **Warranty Deed** from Washington County.
 - A **written statement** describing the request.
 - A full-sized copy of the Site Plans (**11x17 or larger**) if applicable to show the location of the proposed sign.
 - Submit **Elevations Drawing** showing each side of the proposed sign, to include color and type of material. If any lighting is proposed, include information on the type of lighting.
 - Any additional information requested by the Administrative Official required for review.
 - If the project requires an easement, **an Easement Deed must be presented as part of this packet** and filed with the Circuit Clerk if approved.
 - If applicable, submit a completed "**Variance and/or Wavier Request Application Form**"
3. Submit **one (1) PDF copy** of the required materials by email to cityhall@lincolnarkansas.com Please state the project name in the subject line of the email.

SIGN PERMIT APPLICATION

Notice: In order for Sign Permit Applications to be reviewed, the application with attachments and review fees must be submitted to City Hall.

Name of Development/Business:

Applicant:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

APPLICANT/REPRESENTATIVE: *I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the city might not approve what I am applying for or might set conditions on approval.*

Signature of Applicant: _____ Date: _____

Property Owner:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

PROPERTY OWNER(S)/AUTHORIZED AGENT: *I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. **(If the applicant is an authorized agent, a notarized letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)***

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

[APPLICATION CONTINUES ON NEXT PAGE]

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Property Information:

Address, Proposed Land Use, and Brief Description of Project:

List any currently existing signs, include size in square footage and type:

Sign Type Information: (provide anticipated installation date and square footage)

- | | |
|---|---|
| <input type="checkbox"/> Temporary Sign (include date range): _____ | <input type="checkbox"/> Digital Sign: _____ |
| <input type="checkbox"/> Awning Sign: _____ | <input type="checkbox"/> Monument Sign: _____ |
| <input type="checkbox"/> Canopy Sign: _____ | <input type="checkbox"/> Post Sign: _____ |
| <input type="checkbox"/> Projecting Sign: _____ | <input type="checkbox"/> Pylon Sign: _____ |
| <input type="checkbox"/> Sandwich Board Sign: _____ | <input type="checkbox"/> Shingle Sign: _____ |
| <input type="checkbox"/> Subdivision Sign: _____ | <input type="checkbox"/> Wall Sign: _____ |
| <input type="checkbox"/> Window Sign: _____ | |

Building Information:

Current Zoning: _____

Square footage of the wall area where the sign/s are proposed to be placed (if to be placed on a building):

Wall 1 (indicate which wall and square footage: _____)

Wall 2 (indicate which wall and square footage: _____)

Wall 3 (indicate which wall and square footage: _____)

Wall 4 (indicate which wall and square footage: _____)

Other (indicate which wall and square footage: _____)

Zoning Variance and / or Waiver Information:

Does the sign request meet all zoning requirements?: yes no*

*If NO, a variance or waiver may be required. Please contact the City for more information.

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

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OFFICE USE ONLY:

Planning Commission Approval: _____ City Council Approval: _____

Tabled Dates: _____

Date of Denial: _____ Appeal Filed _____

Notes: _____