SIGN PERMIT APPLICATION
BOONE COUNTY PLANNING COMMISSION

THREE (3) COPIES OF SIGNAGE DRAWINGS ARE REQUIRED

(Refer to the Boone County Zoning Regulations - Article 34 for compliance)
SECTION A (To be completed by applicant)

1. **Name of Business** (for which the sign will advertise) _____

2. **Address of Business** (where sign will be located) _____

3. **Applicant's Name** _____ Applicant's Address _____

_____
City State Zip
Phone No._____ FAX_____ E-Mail_____

4. **Property Owner's Name** _____ Owner's Address _____

_____
City State Zip
Phone No._____ FAX_____ E-Mail_____

5. **Type of Sign - Check one only - Note: One application form shall be submitted for each sign**

☐ Building Mounted Sign - Size of Sign (in square feet) _____ Change of Face _____

Indicate linear feet of building width (or lease width space) on which the sign will be mounted _____

Is this sign replacing an existing building mounted sign? yes no (circle one)

If yes, indicate the square footage of the existing building mounted sign _____

Are there any other building mounted signs on the building (or lease space)? yes no (circle one)

If yes, indicate the number and square footage of each _____

☐ Pole Sign - Size of Sign (in square feet) _____ Height of Sign _____ Change of Face _____

Indicate the linear feet of lot frontage along the road on which the sign will be placed _____

Is this sign replacing an existing pole or monument sign? yes no (circle one)

If yes, indicate the square footage of the existing pole sign _____

Are there any other pole signs on the site? yes no (circle one)

If yes, indicate the number and square footage of each _____

☐ Monument Sign - Size of Sign (in square feet) _____ Height of Sign _____ Change of Face _____

Indicate the linear feet of lot frontage along the road on which the sign will be placed _____

Is this sign replacing an existing monument or pole sign? yes no (circle one)

If yes, indicate the square footage of the existing pole sign _____

Are there any other monument or pole signs on the site? yes no (circle one)

If yes, indicate the number and square footage of each _____

☐ Directional Sign - Size of Sign (in square feet) _____ Height of Sign _____

Does the directional sign contain advertisement? yes no (circle one)

☐ Canopy Sign - Size of Sign (in square feet) _____

Does the canopy sign replace an existing canopy sign? yes no (circle one)

Indicate the square footage of the canopy face on which the canopy sign is mounted _____

☐ Incidental Electronically Changeable Message Panel Per Section 3430.2 - Size of Sign (in square feet) ____

(over)

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)

NOTE: 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**
- **(e) type of construction material**

See the Boone County Planning Commission Fee Schedule for Sign Permit Fees. One application form shall be submitted for each sign. An application consists of all fees paid in full, submitted drawings and a completed application form.

SECTION B (To be completed by the BCPC Staff)

1. Date Received_____ Review Fee _____
2. Number of Copies Received**_____
3. Is application Complete _____ Yes _____ No
4. Staff Reviewer _____
5. Staff Action

   _____**Approval**

   Permit Number: _____

   _____ **Approved with Conditions**

   Conditions:_____

   _____

   _____

   _____ **Denied**

   Reasons for Denial: _____

   _____

   _____
6. Date Copy Sent to Building Department _____

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