

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 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.)

******Special Note****** - All application fees are non-refundable.

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 3410 & 3412)	\$150.00 per sign \$ 60.00 (Directional Sign and per sign)
Museum Signs, Church Signs, School Signs, Library Signs, etc. (flat fee for each sign) (Section 3411)	\$100.00
Building-Mounted Signs (flat fee for each sign) (Section 3413)	\$100.00 if Sign is Between 0-32 s.f. in Size \$150.00 if Sign is Between 33-50 s.f. in Size \$300.00 if Sign is Between 51-100 s.f. in Size \$375.00 if Sign is More than 100 s.f. in Size
Free-Standing/Canopy Signs (flat fee for each sign) (Section 3413)	\$100.00
Drive-Through Signs or Menu Boards	\$100.00 per Sign
Free-Standing/Monument Signs (flat fee) for each sign) (Section 3413)	\$250.00 if Sign is Between 0-50 s.f. in Size \$375.00 if Sign is Between 51-100 s.f. in Size \$425.00 if Sign is More Than 100 s.f. in Size

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Incidental Electronically Changeable Message Sign (Section 3430.2)	\$ 50.00 plus Applicable Building Mounted or Free-Standing/ Monument Sign Fees Above
Temporary Advertising Display Permits (Section 3420)	\$ 45.00 for Each Permit
Off-Premises Signs (Section 3425)	Conditional Use Permit Required (see fee schedule) PLUS \$400.00 if Sign is Less Than 200 s.f. \$650.00 if Sign is Equal to or Greater Than 200 s.f.
Electronically Changeable Message Signs (Section 3430.1)	Conditional Use Permit Required (see fee schedule) PLUS \$200.00 if Sign is Less Than 50 s.f. \$375.00 if Sign is Equal to or Greater Than 50 s.f.
Small Community Overlay District Signs (Building-Mounted & Free Standing Signs) (Section 3460)	\$ 50.00 if Sign is Between 0-32 s.f. in Size \$ 80.00 if Sign is Between 33-50 s.f. in Size \$150.00 if Sign is Between 51-100 s.f. in Size \$200.00 if Sign is More Than 100 s.f. in Size

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