

Sign Permit

APPLICATION PROCEDURES:

1. BUILDING PERMIT APPLICATION

The following information must be submitted when applying for a building permit. In order to avoid misplaced information, please understand that incomplete submittals will not be accepted.



Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants.



Copy of State Approval if applicable



Site Plan

- Two (2) copies of the Site Plan size **11" x 17" or smaller** if possible.
 - The property lines of the parcel.
 - The exact location of the proposed sign on the property including dimensions to existing structures and property lines.
 - Distance proposed sign is to other signs that are within 300 feet of the property lines.
 - Location of the rights-of-way of adjoining roadways.



Area location map

- Obtain an aerial map from the Surveyor's Office (765) 483-4444 and draw your property lines and where the sign is proposed on that aerial map. This shows us exactly where you are located and what is around your property.



Construction Plans

- Two (2) copies of the Construction Plans including elevation drawings of the proposed sign and mechanical/electrical specifications.



Notarized statement to be submitted to the Boone County Assessor naming the party responsible for future tax assessments if applicable.

2. SUBMITTING YOUR APPLICATION

When you submit your application for a building permit, a staff person will follow the checklist above to ensure that you are submitting a complete application. This person WILL NOT do a detailed review of your submittal at this time, but will merely accept your information for review.

3. REVIEW PROCESS

Your application will need to be reviewed for two purposes: Structural Review and Site Plan Review. This generally takes approximately 7-10 business days.

- **Structural Review.** First, a Building Inspector will review your submittal to ensure that the structure meets the applicable building codes.
- **Site Plan Review.** Second, a Planner will review your submittal to ensure that the site plan complies with the applicable Zoning and Subdivision Control Ordinances. Any additional information or additional steps that need to be followed will be determined at this time.

4. PERMIT APPROVAL/DENIAL

After review, your application will be given to the Secretary who will immediately notify you by phone that...

- Your application was approved, was complete, the fee has been determined, and the time your permit can be picked up.
- Your application is denied because it failed Structural or Site Plan Review, additional information is required or other procedures must be taken prior to applying for a building permit.

5. FEE SCHEDULE

- \$2.50 per square foot, \$100 minimum

6. DEVELOPMENT STANDARDS

- As per the 1998 Zoning Ordinance, the establishment of signs is based on the Zoning District of the subject property and the type of sign desired. The following table illustrates the Sign Regulations:

Table 11, Sign Regulations										
	AG	R1	R2	R3, R4, MF	LB	PB	GB, UB	AB	I1, I2	
Total Number of all types of Signs Permitted										
Per Lot	1	1	1		1					
Per lot per linear feet of road				1/200		1/100	1/200	1/ 200	1/200	
Lighting										
Animated, Exposed Bulbs, or										
Internal/External					X	P (k)	P	P	P	
Regulations for On-Premises Freestanding Signs										
Regulation	Maximum Combined Area	6	6	6	12	40	40	80	160	80
	Maximum Height (feet)	5	5	5	5	12	12	12	36	12
	Setback (feet) (j)	2	2	2	2	2	5 (h)	5 (h)	10	10
Type	Residential (a)	P	P	P	P					
	Incidental (b)				X (b)	X	X (b)	X	X	X
	Other	P			P	P	P	P	P	P
Regulations for Off-Premises Freestanding Signs										
	Permitted Districts (i)							P	P	P
	Maximum Area (per side)							100	200	150
	Maximum Height (feet)							35	50	35
	Setback (feet) (j)							20	20	20
Regulations for All Other Signs										
Regulation	Maximum Area (sq. ft.)	2	2	2	2	10				
	Maximum Wall Area (%)						10%	15%	15%	20%
Type	Banner (b), Canopy,						P	P	P	P
	Building Marker (d)		X	X	X	X	X	X	X	X
	Incidental (b)				X (e)	X	X (b)	X	X	X

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Per Lot	1	1	1		1				
Per lot per linear feet of road				1/200		1/100	1/200	1/ 200	1/200
Lighting									
Animated, Exposed Bulbs, or									
Internal/External					X	P (k)	P	P	P
Regulations for On-Premises Freestanding Signs									
Marquee (f), Roof-Integral, Temporary (h)							P	P	
Residential (a)		P	P	P					
Suspended (f)					P				
Wall					P	P	P	P	P
Flag (g)	X	X	X	X	X	X	X	X	X

X = Allowed without a sign permit.

P = Allowed only with sign permit

- (a) No commercial message allowed on sign, except for a commercial message drawing attention to an activity legally offered on the premises.
- (b) No commercial message of any kind allowed on sign if such message is legible from any location off the lot on which the sign is located.
- (c) Only address and name of occupant allowed on sign.
- (d) May include only building name, date of construction, or historical data on historic site; must be cut or etched into masonry, bronze, or similar material.
- (e) No commercial message of any kind allowed on sign.
- (f) If such a sign is suspended or projects above a public right-of-way, the issuance and continuation of a sign permit shall be conditioned on the sign owner obtaining and maintaining in force liability insurance for such a sign in such form and such amount as the Director may reasonably from time to time determine, provided that the amount of such liability insurance shall be at least \$500,000 per occurrence per sign.
- (g) Flags of the United States, the state, the city, foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction, provided that such a flag shall not exceed 60 square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height. These flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes. Any flag not meeting any one or more of these conditions shall be considered a banner sign and shall be subject to regulation as such.
- (h) Maximum sign height is 12 feet, and minimum setback is five feet; however, in no case shall the actual sign height exceed the actual sign setback from any adjacent lot that is zoned and used for residential purposes. For example, if the sign is set back seven feet from such a lot, it may be no more than seven feet high.
- (i) Must be 1,000 from any other off-premises sign on the same side of the road, measured along the right-of-way.
- (j) In addition to the setback requirements on this table, signs shall be located such that there is at every street intersection a clear view between heights of three feet and 10 feet in a triangle formed by the corner and points on the curb 30 feet from the intersection or entranceway.
- (k) No direct light or significant glare from the sign shall be cast onto any adjacent lot that is zoned or used for residential purposes

Version Dated January 1, 2004

Boone County Area Plan Commission

116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.bccn.boone.in.us/apc

Sign Permit

For Office Use Only:

Permit #:	ILP#:
Permit Fee:	Zoning District:
# of Signs Permitted:	Max combined area permitted:
Structure Review:	Zoning Review:

PROPERTY INFORMATION

Tax Parcel #			
Subdivision		Lot #	
Street Address:			
N S E W side of what road?		N S E W of intersection of what road?	
Lot size in acres			
Township		S	T R

SIGN INFORMATION

1. ____ This sign is an Off-Premises sign and along a State Highway. Attached is a copy of the State Sign Permit.	
2. Type of Sign: Freestanding: ☐ Residential ☐ Incidental ☐ Off-Premises ☐ Other _____	
All Other Signs: ☐ Building Marker ☐ Residential ☐ Banner, Canopy, or Projecting ☐ Incidental ☐ Suspended ☐ Flag ☐ Wall ☐ Marquee, Roof-Integral, Temporary	
3. Total area of proposed sign:	
4. Number of signs presently on site:	Combined Area:
5. Height of proposed sign:	
6. If a wall sign, total area of wall on which sign is to be located:	

IDENTIFICATION

Applicant:	Address:
City, State, Zip:	Phone:
Owner:	Address:
City, State, Zip:	Phone:
Sign Contractor:	Address:
City, State, Zip:	Phone:
Owner Email address:	Contractor Email address:

The owner of this sign and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

Date: _____