



Staff Use Only  
 \$100 filing fee plus permit costs  
 Intake Date: \_\_\_\_\_  
 Sign Permit #: \_\_\_\_\_

### Sign Permit Application Temporary and Permanent Signs

Property Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Who is applying for the application?)

Applicant Address: \_\_\_\_\_

Sign Contractor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Zoning: \_\_\_\_\_

**All signs shall comply with the requirements of Chapter 19.45 of the City of Evans Municipal Code and all applicable regulations and standards in the municipal code, except for sites located in the US Highway 85 Overlay District area, which are subject to the standards in Chapter 19.62 of the City of Evans Municipal Code.**

**General Information**

Temporary signs (please list the number of signs for this permit)

- \_\_\_ Community Event
- \_\_\_ Display Item
- \_\_\_ Grand Opening Sign
- \_\_\_ Portable Sign
- \_\_\_ Inflatable sign

Permanent signs (please list the number of signs)

- \_\_\_ Wall signs
- \_\_\_ Free-standing signs
- \_\_\_ Awning signs
- \_\_\_ Canopy signs
- \_\_\_ Projecting signs
- \_\_\_ Suspended signs

Is this a replacement sign? Please initial below

- \_\_\_ Yes
- \_\_\_ If yes, how long has the prior business been vacant?
- \_\_\_ No

Is the proposed sign lighted? Please initial below

- \_\_\_ Yes
- \_\_\_ If yes, is it \_\_\_ externally lit or \_\_\_ internally lit
- \_\_\_ No

Is there a new electrical connection? Please initial below

- \_\_\_ Yes
- \_\_\_ No

Valuation of work (materials and labor, excluding any new electrical work): \$ \_\_\_\_\_

## SUBMITTAL CHECKLIST

The following items are needed for a complete submittal and staff review of a sign permit.

Applicant Initial as Submitted	Submittal Requirements	City Staff Initial as Complete
	An electronic copy of all submitted documents	
	Permit Review Fee Paid \$100.00	
	Permit Issuance Fee Paid \$ _____ (per building permit)	
	Site Plan Map (See 19.45 for Standards) One copy of an overall site plan for the property, showing structures on the property, the dimensions of those structures, location and placement of the sign(s), property street frontage for ALL streets, lighting for the sign, and other pertinent information	
	One copy of diagram showing elevation of the sign in relation to street and building	
	One color copy of the design of the sign(s) including dimension and total square footage of the sign	
	Color photos of the property showing ALL other signs on the property (which may include unrelated signs and other building signs)	
	Electrical permit for all related work (if applicable)	
	Written bid from licensed contractor that includes materials information	
<b>Supportive Information in narrative form (cover letter):</b>		
	Length of wall frontage in feet, total dimensions of wall (for wall signs)	
	Length of property line frontage on all streets (for all signs)	
	Total amount of all signage, in square feet, that currently exists on the property (exclude any signs that will be replaced with this permit)	
	A description of all signs to be built or placed on the site, including size, quantity, materials, use and the number of signs per structure.	
	If lighted, please describe the nature of the lighting	
	Other:	

**I certify that to the best of my knowledge this Sign Permit Application meets all of the criteria listed above, that the contractor is licensed with the City of Evans and all the appropriate documentation has been submitted as requested:**

\_\_\_\_\_  
Land Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Contractor Signature

\_\_\_\_\_  
Date

For City Staff Use Only

Date Submitted:

Date Reviewed:

Reviewer Name: \_\_\_\_\_

Corrections Needed?  Yes  No

Date Returned as Incomplete to Applicant and Owner:

Date Accepted as Complete:

Date Approved/Comments: