

## City Of Tontitown

**FOR STAFF USE ONLY**

Date Submitted: \_\_\_\_\_  
 FEE: \_\_\_\_\_  
 Approved:  Yes  No  
 Approved by: \_\_\_\_\_  
 Decision Date: \_\_\_\_\_

# Sign Permit

## Application & Checklist

**Select One:**

- Permanent Sign  
 Temporary Sign

**Sign Location (Address):** \_\_\_\_\_  
**Business / Organization Name:** \_\_\_\_\_  
**Street Frontage: (linear feet of property line adjacent to the street)** \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Day Phone: ( ) \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PERMANENT SIGN INFORMATION:**

Sign Type	Dimension	Installed Height	Total Area (sq. ft.)	Valuation (include sign cost/labor)
<input type="checkbox"/> Awning		ft.	sq. ft.	\$
<input type="checkbox"/> Canopy		ft.	sq. ft.	\$
<input type="checkbox"/> Freestanding		ft.	sq. ft.	\$
<input type="checkbox"/> Marquee		ft.	sq. ft.	\$
<input type="checkbox"/> Projecting		ft.	sq. ft.	\$
<input type="checkbox"/> Suspended		ft.	sq. ft.	\$
<input type="checkbox"/> Wall		ft.	sq. ft.	\$

**TEMPORARY SIGN INFORMATION:** \_\_\_\_\_

<input type="checkbox"/> Special Event Banner	Total Area: _____ sq. ft.	Dates of Display: From: _____ to _____
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<p><b>Permanent Sign Application Attachments:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scaled drawing of the sign including sign height and area.</li> <li><input type="checkbox"/> List of materials used to construct the sign.</li> <li><input type="checkbox"/> Scaled site plan showing the location of the sign on the property or building including street right-of-way and property lines. For wall signs, provide dimensions of wall.</li> <li><input type="checkbox"/> For freestanding signs, provide a landscape plan.</li> </ul>	<p><b>Temporary Sign Application Attachments:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A scaled drawing of the sign including sign height and area. Must include text, graphics, and images to be displayed on the sign.</li> </ul>
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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.

√ \_\_\_\_\_ DATE \_\_\_\_\_