

AREA PLAN COMMISSION
EVANSVILLE-VANDEBURGH COUNTY
Room 312 Civic Center Complex
1 N. W. Martin Luther King, Jr. Blvd.
Evansville, IN 47708
Phone (812) 435-5226
Fax (812) 435-5237

APPLICATION FOR SIGN PERMIT
(DO NOT SEND FEE WITH APPLICATION)

DATE: _____

LOCATION ADDRESS: _____

BUSINESS: _____

APPLICANT: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL _____

Application Requirements:

- Complete Sign Inventory list of **all existing and proposed** signs on the attached form.
- Drawing of all signs showing, size, height, and description.
- A site plan showing exact location of all existing and proposed free-standing signs on property including accurate measurements from the property lines and center-line of the streets.
- A completed Commercial Responsibilities Form from the business or property owner.

Definitions:

- Single Pole– a free-standing sign supported by one pole in the center of the sign top.
- Double Pole– a free-standing sign with the sign face mounted between the two poles
- Fascia – a sign mounted to a building's face
- Monument – a free-standing sign positioned on the ground without a single or double pole
- Flag Mount/Projecting Sign – a sign attached at one end of a building, pole, or other structure and projecting out therefrom.
- Banner Sign – signs produced on cloth, paper, fabric or other combustible material with or without frames

NOTE: PLEASE ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR REVIEW. Applicant will be notified, upon inspection of the application and site, of approval or denial of the application. Upon approval, applicant has 30 days to pay for and obtain the permit. If not obtained in that time, the application will expire and the applicant may reapply at a later date.

PROPERTY ADDRESS: _____

QTY	TYPE OF SIGN (Single/Double Pole, Monument, Fascia, etc.)	LOCATION (On Building or Property)	DIMENSIONS linear feet Length by Width	SQUARE FEET (=length x width)	Existing, To Remain, or New
TOTAL QTY ON-SITE SIGNS			TOTAL : _____ SQUARE FEET		

REMINDER: Site plan detailing exact location of each free-standing sign must accompany this inventory.