

## **SIGN PERMIT APPLICATION**

### **APPLICATION**

A sign permit, approved by the zoning administrator, shall be required before the erection, construction, alteration, placing, or locating of all signs conforming to this title. A permit shall not be required for repainting without changing permanent wording, composition, or colors; or nonstructural repairs.

A copy of plans and specifications shall be submitted to the zoning administrator for each sign regulated by this title. Such plans shall show sufficient details about size of the sign, location and materials to be used and such other data as may be required for the zoning administrator to determine compliance with this title. (Fremont Zoning Ordinance (FZO) § 1005)

### **CHECKLIST** (*the following items must be submitted as part of the application process*)

- A. Application (*including fees*)
- B. A copy of the owner's deed(s) for the subject property.
- C. A sign proof illustrating sign copy, sign structure, construction and installation methods, including but not limited to materials, colors, illumination methods (both internally and externally), and cross-section details including footing details, fasteners and/or attachment methods, drawn to a scale sufficient to permit adequate review and dimensioned as necessary.
- D. A sign table detailing all on-premise signage including sign type, quantity, structure height, structure width, copy area and total square footage.

#### *For freestanding signs:*

- E. A site plan, drawn to a scale sufficient to permit adequate review and dimensioned as necessary, showing the following information:
  - 1. The date, scale, north point, name of owner, and name of person preparing the site plan.
  - 2. The location and dimensions of boundary lines, easements, and required yards and setbacks of existing and proposed buildings, structures (including sign structures) and site improvements (including parking, tree plantings and landscaping improvements).

#### *For wall/fascia/canopy/marquee/awning/projecting/roof/window and similar signs:*

- F. Elevations, drawn to a scale sufficient to permit adequate review and dimensioned as necessary, showing the following information:
  - 1. The date, scale, orientation, name of owner, and name of person preparing the elevations.
  - 2. Elevations should include walls, windows, doors, stairs and ramps, sidewalks, grade, building/lease space width, building/lease space height and building materials.

Please note that your application will not be accepted or there may be a delay in processing by the Planning Department if any of the required information or materials are missing or improperly presented. To avoid unnecessary delays in processing, please remember to submit the appropriate submittal requirements, i.e., signed application, fees, and all supporting documentation. If you have any questions regarding this application or required materials, please contact the Planning Department at 402-727-2636 between 8:00 am and 4:30 pm, Monday through Friday.

## SIGN PERMIT APPLICATION

### APPLICATION TYPE

- New Sign Type \_\_\_\_\_ (*Freestanding, Wall/Fascia, Canopy/Marquee, Awning, etc.*)
- Alteration (*Face Change*)
- Temporary Sign

### APPLICANT (*all correspondence will be directed to the applicant*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### PROPERTY OWNER (*if not the same as applicant above*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### ENGINEER, SURVEYOR, OR ARCHITECT (*if not the same as applicant above*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### AGENT (*if not the same as applicant above*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

(*application continued on next page*)

## SIGN PERMIT APPLICATION

**PROPERTY INFORMATION**

Address of Property \_\_\_\_\_

General Location (*if no address is available*) \_\_\_\_\_

Brief Legal Description of Property \_\_\_\_\_

Description of Request \_\_\_\_\_

Size of Sign \_\_\_\_\_ Project Valuation \$ \_\_\_\_\_

**An application may be filed only by the owner(s) of the property, or duly authorized officer or agent of the owner(s). By executing this application, he/she does hereby acknowledge the above statements to be true and accurate to the best of their knowledge, and understand that knowing and willful falsification of information will result in rejection of the application and may be subject to criminal prosecution.**

**I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

<b>Office Use Only</b>
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Submittal Date \_\_\_\_\_ Project No. \_\_\_\_\_

Payment Amount \_\_\_\_\_ Receipt No. \_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_

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