



SALINE COUNTY HUMAN RESOURCES OFFICE  
 SALINE COUNTY COURTHOUSE  
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**APPLICATION FOR SIGN PERMIT**

(Checks Payable To: Saline County)

Business Name: \_\_\_\_\_

Address of Sign: \_\_\_\_\_ Suite # \_\_\_\_\_

Sign of Contractor: \_\_\_\_\_ Con. License # \_\_\_\_\_

Address/Zip Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

**TYPE OF SIGN:** (Check applicable category)

\_\_\_ **Wall Sign** (Sign mounted to wall, parallel with wall; includes painted on, etched on, etc; also includes signs on canopy, parapet, and awning)

\_\_\_ **Freestanding Sign** (Sign not attached to a building and is permanently attached to the ground on a pole mounting system)

\_\_\_ **Monument Sign** (Sign permanently attached to the ground with no space between the ground and the sign)

\_\_\_ **Marquee Sign** (Sign used to identify a theater or a sign projected over the entrance to a theater)

\_\_\_ **Projecting Sign** (Sign that forms an angle with the building that extends from the building and is supported by the building)

**TYPE OF WORK:** \_\_\_ New Sign \_\_\_ Alternation \_\_\_ Repair

**FEATURES:** \_\_\_ Illuminated \_\_\_ Non-Illuminated \_\_\_ Animation

**ESTIMATED VALUE OF SIGN:** \$ \_\_\_\_\_

**DIMENSIONS OF SIGN:** \_\_\_\_\_ **TOTAL SQ. FT:** \_\_\_\_\_

(Measurement shall be extremities of sign including logo in a rectangular area)

Per Article 6 of Ordinance 2009-98 there shall be a fee of \$100 for permit application; fees must be paid in full before a permit can be issued.



DOES ANY PART *PROJECT OVER* OR *LOCATE* IN RIGHT OF WAY? \_\_\_\_\_

(Signs prohibited in right of way or projecting into right of way)

ARE THERE EXISTING SIGNS ON PREMISE: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe: \_\_\_\_\_ Detached Sign Size \_\_\_\_\_

\_\_\_\_\_ Wall Sign Size \_\_\_\_\_

Is this sign being attached to existing sign? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ SIZE

If this is an alteration, repair, etc, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Per Ordinance 2009-98 the following need to be included with the application:

1. Site Plan indicating proposed billboard location, orientation to the roadway, setbacks, and adjacent structures including roadways, parking areas and driveways;
2. A vicinity map indicating nearby roadways, billboards and other locations which require distance setbacks as provided herein;
3. Construction plans indicating sign height, dimensions and face area

Billboard permits shall be valid for one (1) six (6) month period; if no construction has commenced at the site the permit shall become void.

**I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.**

**Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ Contractor \_\_\_\_\_ Owner \_\_\_\_\_ Agent for Owner

**Approved by:**

**Saline County Road Engineer:** \_\_\_\_\_

**Saline County Planning Board Chairman:** \_\_\_\_\_

Revised: 07/06/2015 AV

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