



SIGN PERMIT APPLICATION

PROJECT/LOCATION INFORMATION

Project or Business Name	Type of Business
Project Address (or location)	Existing Zoning

SIGN TYPE (check all that apply AND number of signs for each sign type checked)

- | | | | |
|--|--|--|---|
| <u>Temporary</u> | <u>Ground-Mounted</u> | <u>Building-Mounted</u> | <u>Miscellaneous</u> |
| <input type="checkbox"/> Banner __ | <input type="checkbox"/> Monument Sign __ | <input type="checkbox"/> Wall Sign __ | <input type="checkbox"/> Electronic Message __ |
| <input type="checkbox"/> Feather Flag __ | <input type="checkbox"/> Pole Sign __ | <input type="checkbox"/> Projecting Sign __ | <input type="checkbox"/> Mural __ |
| <input type="checkbox"/> Inflatable Sign __ | <input type="checkbox"/> Incidental Sign __ | <input type="checkbox"/> Under Canopy Sign __ | <input type="checkbox"/> Billboard __ |

SIGN CONTRACTOR INFORMATION (a business license is required prior to permit approval)

Name of Contractor	Company	Phone	Email Address	
Address	City	State	Zip Code	

APPLICANT INFORMATION

Name of Applicant	Company	Phone	Email Address	
Address	City	State	Zip Code	

By signing below, I agree to allow the City of Belton to copy and distribute all project plans, materials, and information and post on the City of Belton website as necessary for the project approval process, including public hearings if applicable. I certify that the above listed information and the accompanying materials are correct and in compliance with the Unified Development Code. Furthermore, I certify that I have approval and permission from the property owner to install the signage as provided with this application.

Applicant Signature	Date
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REQUIRED DOCUMENTS & PLAN SETS

- | <u>REQUIREMENT</u> | <u>DESCRIPTION</u> |
|---|--|
| <input type="checkbox"/> Sign Permit Application | Completed and signed |
| <input type="checkbox"/> Plan Set | See Required Documents Checklist on page 2 |
| <input type="checkbox"/> Application Fee | Will be assessed for payment following staff review, prior to permit issuance
\$50 for a permanent sign
\$15 for a temporary sign
\$10 for change of face |

REQUIRED DOCUMENTS CHECKLIST (all required items must be submitted with application)

All signage must meet the Sign Code per UDC Chapter 30. Any signage that does not meet the Sign Code or requires additional reviews (Special Use Permit, Final Development Plan, or Variance) requires a Development Review Committee with staff prior to submittal of a Planning Application.

TEMPORARY SIGNAGE

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Site Plan	Site plan showing the location of the temporary sign
<input type="checkbox"/> Sign Plan	Materials of sign and rendering of temporary sign showing the dimensions (height x width and sq. ft.), height above grade, and if building-mounted, location on building and mounting method
<input type="checkbox"/> Duration of Display	Sign will be installed from _____ to _____ (max. 30 day period, min. 60 days between sign installation, max. of 3 permits per calendar year)
<input type="checkbox"/> Building Permit	A separate building permit for electrical must be submitted and approved with the sign permit for illumination or other electrical service to the sign.

GROUND-MOUNTED SIGNAGE (Monument signs, Incidental signs, etc.) *New Pole Signs are not permitted

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Site Plan	A scaled plot plan showing the location of ground-mounted signage with setbacks from all property lines (min. 10-ft. required)
<input type="checkbox"/> Sign Plan	A sealed drawing of ground-mounted signage with dimensions (height x width and sq. ft.), height above grade, and illumination details (if applicable). The drawing must include details on materials and structural support/mounting method. Illumination must comply with U.L. 48.
<input type="checkbox"/> Landscape Plan	A landscape plan for the landscaping of all new monument signs is required. Landscaping must be installed with the sign installation.
<input type="checkbox"/> Building Permit	A separate building permit for electrical must be submitted and approved with the sign permit for illumination or other electrical service to the sign.

BUILDING-MOUNTED SIGNAGE (Wall signs, Projecting signs, Under Canopy signs, Murals, Window signs)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Sign Plan	A sealed drawing of building-mounted signage with dimensions (height x width and sq. ft.), location of signage on building/tenant space with total façade sq. ft. of building/tenant space, and illumination details (if applicable). The drawing must include details on materials and structural support/mounting method. Illumination must comply with U.L. 48.
<input type="checkbox"/> Building Permit	A separate building permit for electrical must be submitted and approved with the sign permit for illumination or other electrical service to the sign.

ELECTRONIC MESSAGE CENTER SIGNAGE OR OFF-PREMISE/BILLBOARD SIGNAGE

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Site Plan	A scaled plot plan showing the location of ground-mounted signage with setbacks from all property lines (min. 10-ft. required)
<input type="checkbox"/> Sign Plan	A sealed drawing of ground-mounted signage with dimensions (height x width and sq. ft.), height above grade, and illumination details (if applicable). The drawing must include details on materials and structural support/mounting method. Illumination must comply with U.L. 48.
<input type="checkbox"/> Landscape Plan	A landscape plan for the landscaping of all new monument signs is required. Landscaping must be installed with the sign installation.
<input type="checkbox"/> Building Permit	A separate building permit for electrical must be submitted and approved with the sign permit for illumination or other electrical service to the sign.
<input type="checkbox"/> Planning Application / Special Use Permit	A separate planning application for a special use permit is required to be reviewed and approved by Planning Commission and City Council prior to sign permit issuance.