

**Planning & Building Services Department**

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

SIGN PERMIT APPLICATION**OFFICE USE ONLY**

DOCKET # _____ FILED DATE: _____

FILING FEE: \$ _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Property Owner's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Representative's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

PROPERTY AND PROJECT INFORMATION

Project to be known as: _____

Address or Property Location: _____

Acreage: _____ (Attach Legal Description) Existing Land Use: _____

County Parcel ID #(s): _____

Zoning District: _____

I certify that I own or control the property involved in this application, and that the information in this application is true and correct.

Signature of Applicant/Representative_____
Print Name_____
Date

SIGN PERMIT APPLICATION INSTRUCTIONS

For comprehensive information on ***Sign Permits***, please refer to ***Chapter 6 of the Unified Development Ordinance***.

A. **Permits Required.** A sign permit may be required to erect, alter, place, or replace a sign or sign structure as required by this article. Permit requirements are noted in the development standards for the specific types of signs.

1. Application. Application for a permit is made to the Administrator on forms provided by the department with the permit application fee and required information to assure compliance with this Ordinance. Within 5 business days of the permit application, the Administrator will inform the applicant if the submittal is complete or if additional information is needed to process the request. Within 10 business days of the permit application, the Administrator will issue a permit for applications meeting the permit requirements or notify the applicant of the areas where the permit application does not comply with the permit requirements.
2. Effects of Sign Permit Issuance. Permits issued in accordance with this article do not authorize unlawful signs.
3. Nullification. A sign permit becomes null and void, and the permit fee forfeited, if the authorized work has not been completed within 6 months of the date the permit was issued.

B. **Submittal Requirements.** The application must include the following information unless waived in writing by the Administrator.

1. A site plan showing the locations of all proposed signs.
2. Full color images of the proposed signs, either drawn to scale or with dimensions noted to allow calculations of sign height and sign area.
3. Cut sheets showing illumination levels for any lighting used for the sign.



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PROPERTY OWNER AFFIDAVIT

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.

Property Owner (Signature)

Property Owner (Printed Name)

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing instrument.

Witness my hand and Notarial Seal this _____ day of _____, 20_____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public (Printed Name)