

Sign Permit Application

For Office Use Only:

Date Filed: _____

Fee: \$ _____

Triple S Planning Commission
501 Main Street, Courthouse, Suite 3
Shelbyville, Kentucky 40065
Telephone: (502) 633-1718 Fax: (502) 633-1709

Please type or print (blue or black ink)

Name of Business: (where sign will be located) _____

Address of Business: (where sign will be located) _____

Phone Number of Business: _____

Applicants Name: _____

Address: _____

Phone Number: _____

Sign Company's Name: _____

Address: _____

Phone Number: _____

TYPE OF SIGN—CHECK ONLY ONE :

FASCIA SIGN

Dimensions of sign: _____ Linear footage of building or leased space: _____

Size of Sign: (in square feet) _____ Estimated cost of sign: _____

(formula for allowed sign size: 1.5 x linear footage of building or leased space)

EXAMPLE: 20 foot wide building would be 20 x 1.5 = 30 sq. ft. sign

*** Not to exceed 50 square feet. * One fascia sign per business. *Cost of sign permit is \$2.50 per square foot or minimum of \$50.00.**

*** Any sign put up without a permit the fee is double.**

1. Requires a drawing showing sign on building.

2. Is this replacing/refacing an existing sign on the building: _____

* If yes, indicate the dimension and square footage of the existing sign on building:

3. Are there any other signs on the building or lease space: _____
* If yes, indicate the number of signs and square footage of each sign: _____

4. Illumination: Internal External None

5. Is the property within the Historic District: _____
* If yes, a letter from the Historic Commission is required.

FREESTANDING OR MONUMENT SIGNS

Size of sign: (in square feet) _____ Dimensions of sign: _____
Height of sign: (from ground up) _____ Estimated cost of Sign: _____

- * Not to exceed 72 square feet.
- * Cost of sign permit is \$2.50 per square foot or minimum of \$50.00.
- * Any sign put up without a permit the fee is double.

1. Requires a site plan showing location of the sign on the property with setbacks from all property lines, and a drawing of the sign.
* 25 foot setback is required from property line.
* If a sign is next to a residential district, setbacks are 50 feet or more.

2. Is this replacing/refacing an existing freestanding or monument sign: _____
* If yes, indicate the square footage of the existing sign: _____

3. Are there any other signs located on this site: _____
* If yes, indicate the number of signs and the square footage of each sign: _____

4. Illumination: Internal External None

5. Is the property within the Historic District: _____
* If yes, a letter from the Historic Commission is required.

TEMPORARY BANNER – PERMITTED AND MAY BE DISPLAYED FOR 45 DAYS

Dimensions of banner: _____ Size of banner: (in square feet) _____
Estimated cost of banner: _____
Dates of display: From: _____ To: _____

- * Not to exceed 32 Square feet.
- * One Temporary Banner Per Business.
- * Cost of temporary banner is \$35.00.
- * Any banner installed without a permit the fee is double.

1. Requires a drawing showing banner on building or a site plan showing location of the sign on the property with setback from front property line, and a drawing of the sign.

* 10 foot setback is required from property line.

2. Is the property within the Historic District: _____

* If yes, a letter from the Historic Commission is required.

The following supporting documentation and fees must be submitted with the completed and signed application:

- Copy of site plan showing proposed location of sign or temporary banner and setbacks from all property lines and height of sign.
- Copy of a drawing of the sign or temporary banner.
- Application fee, non-refundable, payable to Triple S Planning Commission.
- If property is located in the Historic District, a letter of approval from the Historic Commission is required. (Gail Reed 502-844-2277)
- If sign is located in a utility easement a letter of approval from the utility company(s) is required.

Applicant Certification & Signature:

I (We) affirm that the submitted application was prepared at my (our) direction, and I (we) hereby consent to the proposed layout, and signage. I (We) hereby agree to comply with all applicable Zoning and Subdivision Regulations, pay all applicable fees, and provide any and all requested information and copies. I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Applicant: _____ Date: _____

The foregoing signatures constitute all of the property owners necessary to convey fee title or their legally constituted attorney-in fact.

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Date Application Received : _____ Received by: _____

Filing Fee Paid: _____ Check #: _____ Cash: _____

Current zoning: _____ Application Approved By: _____