



# SIGN PERMIT APPLICATION (Freestanding/Monument)

FEE \$2.50 per square foot or minimum of \$50.00

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

BUSINESS INFORMATION			
NAME OF BUSINESS			
ADDRESS OF BUSINESS (WHERE SIGN WILL BE LOCATED)			
PHONE NUMBER OF BUSINESS			
PVA PARCEL IDENTIFICATION NUMBER		PROPERTY ZONING	
APPLICANT INFORMATION			
NAME(S)			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE (    )	FAX NUMBER (    )		E-MAIL
SIGN COMPANY INFORMATION			
NAME OF SIGN COMPANY			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE (    )	FAX NUMBER (    )		E-MAIL
DESIGNATED CONTACT PERSON		DAYTIME TELEPHONE (    )	
FREESTANDING OR MONUMENT SIGN INFORMATION			
Size of Sign: (square feet)	Dimensions of Sign:	Height of Sign:	Value of Sign:
Jurisdiction: Shelbyville    Simpsonville    Shelby County		Is the property within the BEQ Overlay District: Yes / No	
Illumination: Internal    External    LED    None		Is the property within the Historic District: Yes / No	
Setbacks: Front:                      Rear:                      Side 1:                      Side 2:			
Is this replacing/refacing an existing freestanding/monument sign: Yes / No * If yes, indicate the square footage of the existing sign:			
Are there any other freestanding/monument signs located on this site:    Yes    No * If yes, indicate the number and square footage of each sign:			

**ZONING REQUIREMENT**

1. Refer to Article XI of the Applicable Zoning Regulations for sign requirements.
2. Refer to Article VI, Sections 692 – 694 & 697 of the Shelbyville Zoning Regulations for additional sign requirements.
3. Refer to Article VI, Section 679 of the Simpsonville Zoning Regulations for additional sign requirements.
4. Refer to Article XIX of the Applicable Zoning Regulations for BEQ Overlay District requirements.

**The following support documentation and fees must be submitted with completed & signed application**

1. Site plan showing location of the sign with setbacks from all property lines shown.
2. Drawing of the sign with dimensions shown.
3. A photo of the existing sign(s) is required if replacing/refacing an existing sign.
4. If the property is located in the Shelbyville Historic District, an approved Certificate of Appropriateness (COA) from the Historic District Commission (502-844-2277) is required.
5. If sign is proposed in a utility easement a letter of approval from the utility company(s) is required.
6. Application fee, non-refundable, payable to Triple S Planning Commission.

**CERTIFICATION & SIGNATURE**

I (We) affirm that the submitted sign 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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED	RECEIVED BY	
FILING FEE AMOUNT	CHECK #	CASH
ZONING BEQ	APPROVED BY	