



## Sign Permit Application

A sign may be erected, placed, established, painted, created, or maintained in the County Jurisdictional Area only in conformance with the standards, procedures, exemptions, and other requirements of Monroe County Zoning Ordinance Chapter 807 and with other County ordinances and resolutions.

APPLICANT CONTACT INFORMATION	OWNER CONTACT INFORMATION - if different from applicant
Name:	Name:
Address:	Address:
City, ZIP:	City, ZIP:
Phone:	Phone:
Email:	Email:

Review of a **Sign Permit** will begin only after the following requirements are met:

- 1) **All materials listed below and this form** are submitted to the Planning Department by the applicant.
- 2) **An appointment to file** these materials is made with a Planning Department staff member.

Upon receipt of all required information, the Planning Department will review the materials and notify the applicant of the outcome.

### Materials Required of Applicant:

- Site plan – Showing the property boundaries, public roadways and all existing buildings. Indicate the proposed location(s) of all signs with measured setbacks from the roadways and property lines.
  - o A PDF file of the site plan may be requested.
- Proposed sign(s) – Provide a detailed drawing showing the type of sign (on pole, ground, or wall); the sign dimensions; and wording, logos, background color, etc. Also, indicate if the sign will be illuminated; and if so, by what means.
- Existing sign(s) – For any sign that is to remain, provide the same information as required in 1<sup>st</sup> and 2<sup>nd</sup> items above. Also, for alteration of existing signs, provide:
  - o Photos or printouts of existing sign(s) – Attach extra sheets if needed.
- Current deed(s) – From the Recorder’s Office (Courthouse Room 122).
- Written permission – If applicant is not the property owner, please provide letter of approval to erect signage.
- Filing fee – \$100.00 + \$1.00 per square foot payable to the Monroe County Plan Commission. Check or cash only. Confirm amount prior to submitting payment.

**Useful Code References:** Monroe County Zoning Ordinance: **Chapter 807**

*(Continued on other side)*

**PARCEL INFORMATION**

Parcel or Tax ID Number:		Zoning Classification:		
Distance from property lines:	Front	Side	Side	Rear

**NEW SIGN INFORMATION**

Sign Location Address: \_\_\_\_\_

Number of signs requested:	<input type="checkbox"/> Temporary Sign: Start Date: _____ End Date: _____
Type of sign(s): <input type="checkbox"/> Wall-mount <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Other: _____	
Dimensions of each sign (in feet):	
Height from ground to top of sign structure(s) (in feet):	Depth of sign structure (in feet):
Double-sided?	V-shaped?
Illuminated?	Other: _____

**EXISTING SIGN INFORMATION**

Sign Location Address: \_\_\_\_\_

Type of Alteration: <input type="checkbox"/> Expansion <input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Number of signs involved: _____ Type of sign(s): _____	
Dimensions of each sign (in feet):	
Height from ground to top of sign structure(s) (in feet):	Depth of sign structure (in feet):
Double-sided?	V-shaped?
Illuminated?	Other: _____

**Additional Information:**

- This information is meant to provide a general overview for a [Sign Permit](#). **This information is not a substitute for the applicable ordinances and standards.** Applicants are strongly encouraged to consult the Monroe County Zoning Ordinance and the Comprehensive Plan where appropriate. Monroe County Zoning Ordinance **Chapter 807 applies to Signs.**

- You may be required to consult the following County departments and resources:

Building Department	(812) 349-2580
Highway Department	(812) 349-2555
Health Department	(812) 349-2543
Recorder's Office	(812) 349-2520
Monroe County Website	<a href="http://www.co.monroe.in.us">www.co.monroe.in.us</a>
Monroe County Zoning Ordinance	<a href="http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment/DocumentManagerPlanning.aspx?EntryId=24711">http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment/DocumentManagerPlanning.aspx?EntryId=24711</a>
Monroe County Planning Department	<a href="http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment.aspx">http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment.aspx</a>

-----Office Use Only-----

Date Received:	Date Issued:	ISO Permit #
Comments:		