

SIGN PERMIT APPLICATION
Submittal Requirements

All sign permit applications shall provide the following:

1. A plot plan of the premises. Show the location of all structures, existing signs on the premises and proposed sign(s) and their setbacks from all property lines.
2. Show dimensions of all signs and buildings on the premises in terms of height, length and width.
3. A detailed sketch or photo with elevations of the proposed sign(s) showing the height.
4. Structural plans and footing plans for the sign(s) shall be submitted if required by the City of Amery.

In addition to the above information, the following shall also be required for ground signs:

1. Identify any ground signs located within 100 feet of the proposed sign(s).
2. Identify any poster panels within 500 feet and 1,000 feet of a proposed poster panel.
3. Show the relation of the proposed sign(s) to property lines, parking areas and drives.
4. Show the required landscaping around the base of the proposed sign(s).

Permit Fees – All fees shall be payable to City of Amery.

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|----------|------------------------|----------|
| 1. Signs | \$5,000.00 and under | \$75.00 |
| | \$5,000.00 and greater | \$125.00 |

*An additional charge of \$25.00 shall be payable for any electrical sign.

2. The fee for temporary signs, which require a sign permit, shall be \$25.00.
3. Fees will be doubled if work is commenced prior to the issuance of a permit.
4. Fees are nonrefundable.

OFFICE USE ONLY

Inspector comments for Sign Permit: _____

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