

SIGN PERMIT APPLICATION



(Please see other side for submittal requirements)

Street Address of Sign Location: _____

Applicant Information

Company Name: _____ Contact: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Business/Organization (that is the subject of the sign)

Company Name: _____ Contact: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Sign Type

- Temporary Sign - Date(s) of display **(required)**: _____
- Wall Sign – Side of building displaying the sign: (N S E W) Width of this façade: _____ ft.
- Incidental/Directional Sign - Length of storefront: _____ ft.
- Monument - Setback from nearest property line: _____ ft.
- Center Identification - Setback from nearest property line: _____ ft.
- Common Signage Plan Master Signage Plan Other: _____

Illumination: None Internal External Describe: _____

Number of lot sides abutting street: _____

Are any existing signs at this location to remain? Yes No

If yes, total number and types of signs at this business location: _____

Sign Size

Sign width _____ Sign height _____ Total square feet _____ Height from grade to top of sign _____ ft.

Applicant's Signature

I believe that all of the information on this application and on drawings submitted in support of this application is accurate. I understand that any sign which is installed that is inconsistent or in conflict with this application, the supporting drawings, or the sign regulations contained in the City's Unified Development Ordinance is a violation of the City of La Vista municipal code. I further understand that the inadvertent approval of a sign application by the City that is not in compliance with the sign regulations does not create any legal nonconforming status nor does it remove any obligation to bring the sign into compliance. I understand that no sign shall be installed until a sign permit has been approved by the City of La Vista and the associated sign fee has been paid. Once a sign permit has been approved, all sign installation work must be completed in six months or the permit will expire.

 (Signature of Applicant)

 (Date)

Office Use Only

Rec'd By	Date Rec'd	# of Temp Signs this Year	Zoning at Sign Site at site

Sign Permit Fee	Plan Fee	Total Fee

- Approved Condition(s): _____
- Disapproved Reason(s): _____

By: _____ Date: _____

Attached to this application must be:

- A detailed drawing showing the layout, dimensions (including square feet), colors, and materials of the proposed sign(s).
- A building elevation showing the location of the sign and the dimensions of the business facade/wall on which the sign is located (Wall Signs ONLY)
- A plot plan of the site showing the location of the sign(s) relative to the property lines (ground monument, center ID, master signage plan, common signage plan). A Master Signage Plan or Common Signage Plan is required for any zoned lot on which an owner proposes to erect more than one sign requiring a permit.
- **Incomplete applications or applications without adequate drawings will cause a delay in the processing of your application.**

For the sign permit to be issued:

- All sign contractors completing work within the city limits on any portion of the project must be licensed with the City of La Vista.
- The Sign Permit will not be issued until the plans have been approved and all applicable fees have been received.

Please ensure you have filled in all necessary information related to the type of sign you wish to display

Requirements for Temporary Signs

- No more than four (4) temporary sign permits are allowed in a calendar year.
- A fee of thirty (30) dollars is required to obtain a temporary permit. This fee covers all temporary permits for one year (i.e. \$30 pays for four permits).
- A single temporary sign permit allows for the display of one sign over a period of fourteen (14) days.
- Temporary sign permits may be used back-to-back in any combination. That is, all four permits may be used to display a sign for fifty-six (56) days, or two may be combined to display a sign for twenty-eight (28) days.
- Temporary signs may not exceed thirty-two (32) square-feet in area.
- Construction and real estate signs do not require a permit, but they must still meet specific requirements depending on zoning for the area in which they are to be displayed. See section 7.01.05(5) of the La Vista Zoning Ordinance for these requirements.
- Construction signs must be removed after the final certificate of occupancy for the structure is issued.