



Applicant Information For Special Use Sign Permit

The application process begins when a completed application is filed and accepted by the City Secretary. The checklist below identifies all items that are required before an application is deemed complete. The City Secretary will review the application and accompanying materials, and forward them to the City Council. The special use permit request will appear on the next available City Council agenda where Council may approve, deny, or approve the request with certain conditions.

The application will first be reviewed by City staff for compliance with City codes, regulations, and policies. The following items must be submitted to the City Secretary before the deadline for the following months meeting date.

- Completed application form
- Application fee: **Special Use Sign Permit - \$250.00**
- Arial photo of location including sign location
- Engineering certificate
- Photo(s) of property and adjoining properties
- Digital .pdf format files of all submitted drawings and/or photos.

*The City Council meets on the *fourth* Tuesday of each month at 6:30 pm.



Application for Special Use Sign Permit

Address of Site

Applicant/Owner Information

Name of Applicant/Owner: _____

Name of Business: _____

Address of Applicant/Owner: _____

Contact E-mail: _____

Contact Phone: _____

Legal Description

Lot(s) Number: _____ Tract/Block(s) Number: _____

Current zoning: _____ Lot Size: _____

Acres: _____ Subdivision (if applicable): _____

Existing & Proposed Use Description

Existing use of the site (empty lot, leased space, etc.): _____

Description of proposed use: _____

Acknowledgment

I certify that the above information is accurate and complete to the best of my knowledge and that I will be fully prepared to present the above proposal at the City Council meeting. I understand that the full application fee is non-refundable once paid to the city.

Applicant/Owner Signature: _____

Date: _____

