

City of Garfield
 14655 S. Wimpy Jones Road
 Garfield, AR 72732
 479-359-3652



<u>OFFICE USE ONLY</u>
Permit Fee: _____ (\$30 per sign)
Zoning: _____
Permit Number: _____
City Viewed Application: _____
Date: _____

Sign Permit Application

Application Instructions – Please fill this form out completely and submit all required information.
 Your application will not be processed until the application is completed and any required documentation provided

Business/Tenant Name: _____

Address of Sign: _____

Phone #: _____ **Email:** _____

Sign Contractor: _____ **Cont. Lic. #:** _____

Address/Zip Code: _____ **Phone #:** _____

Property Owner: _____

Sign Details:

SIGN TYPE*	DIMENSIONS	SIGN AREA (sp. Ft.)	HEIGHT	VALUATION (include sign cost/labor)

*wall, banner sign, directional, freestanding, flashing, illumination, off-premise, on-premise, platform, temporary

TYPE OF WORK: New Sign _____ Alteration _____ Repair _____

FEATURES: Illuminated _____ Non-Illuminated _____ Flashing _____

DOES ANY PART *PROJECT OVER OR LOCATE IN THE RIGHT OF WAY?* _____

(Signs can be no closer than edge of right of way)

ARE THERE EXISTING SIGNS ON PREMISE? YES _____ NO _____

If yes, please describe: Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Is new sign being attached to existing sign frame? _____

If this is an alteration or repair, please describe: _____

ELECTRICAL CONTRACTOR: _____

(Electrical permits required by a *licensed contractor* if sign involves illumination or wiring.)

DRAWING AND SITE PLAN REQUIREMENTS:

1. PLOT/SITE PLAN REQUIRED, DRAWN TO SCALE, FOR DETACHED FREESTANDING AND MONUMENT SIGNS.
 - a. Legal description of property.
 - b. Dimensions of property.
 - c. Drawings showing details of construction, including loads, stresses and anchors.
 - d. Sign location and dimensions in relation to all buildings, property lines, driveways, parking spaces, and internal circulation drive aisles, streets and electric lines.
 - e. Any easements or drainage areas.
 - f. Width of driveways and width of right-of-way.
 - g. Sight vision triangle measurements for driveways and intersection corners.
 - h. Streets adjacent to sign.
 - i. Locations of and distance from other detached signs on same parcel and/or premise.
 - j. Distance to closet residential zoning district.

2. ELEVATION DRAWINGS REQUIRED, DRAWN TO SCALE, FOR WALL, PROJECTING, MARQUEE, AND DETACHED SIGNS:
 - a. All dimensions of sign to include structure, lighting, and all extremities.
 - b. Drawings showing details of construction, including loads, stresses and anchors.
 - c. Dimension and height from grade to bottom surface of sign area.
 - d. Dimension and height from grade to uppermost portion of sign.
 - e. Dimension from building wall to outer most extremity of wall sign.
 - f. Linear footage of each building wall having frontage on a street.

NOTES:

- Details related to zoning and permitted signage can be found in the City Ordinance Book at City Hall. Zoning is Ordinance 153, Signage is Ordinance 227.
- Contact (479) 359-3652 if you have any questions

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature _____ Date _____

Title: Contractor _____ Owner _____ Agent for Owner _____

Planning Staff Approval: _____

