

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 177
- 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.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title: Contractor \_\_\_\_\_ Owner \_\_\_\_\_ Agent for Owner  \_\_\_\_\_

Planning Staff Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_