



# Town of Zionsville, Indiana

1100 West Oak Street, Zionsville, Indiana 46077

## Sign Permit Application

Single Multi Tenant Building

### COMPANY RESPONSIBLE FOR PLACEMENT:

Contact: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

### BUSINESS/SIGN LOCATION:

Contact: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address (of sign): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Fill out Owner Authorization Form. MUST be filled out by OWNER OF THE LAND not the tenant/lessee.

### SIGN INFORMATION (All Types):

**Type of Sign:** Incidental Ground/Pylon    Suspended Off-Premise; Advertising    Canopy Other: \_\_\_\_\_    Projecting Wall

**Illumination:**  Interior     Exterior     Reverse Channel     Non-Illuminated

**Dimensions:**  
 Sign Height: \_\_\_\_\_ feet. ( x ) Sign Width: \_\_\_\_\_ feet. (=) Sign Area: \_\_\_\_\_ square feet  
 Estimated Construction Cost: \$ \_\_\_\_\_

**Encroachment Agreement Needed?**    Easement    Airspace    ROW    N/A

### ADDITIONAL INFORMATION (Type Specific):

**Projecting or Suspended Signs:** from Grade: Bottom edge: \_\_\_\_\_ feet    Top edge: \_\_\_\_\_ feet  
 Sign Distance from Building: \_\_\_\_\_ feet

**Ground or Pylon Signs:** Property Frontage: \_\_\_\_\_ feet  
 Setbacks: Front: \_\_\_\_\_ feet Side: \_\_\_\_\_ feet Side: \_\_\_\_\_ feet Rear: \_\_\_\_\_ feet

**Building or Tenant Space Wall Signs:**  
 Building/Tenant Space Frontage: \_\_\_\_\_ feet (x) Height \_\_\_\_\_ feet (=) Façade Area: \_\_\_\_\_ sq. feet

### NUMBER AND SIZE OF ALL EXISTING SIGNS:

Pole: # \_\_\_\_\_ @ \_\_\_\_\_ sq. ft.    Total Existing Sign Area: \_\_\_\_\_ sq. ft.  
 Ground: # \_\_\_\_\_ @ \_\_\_\_\_ sq. ft.    Total Sign Area (Existing + Proposed): \_\_\_\_\_ sq. ft.  
 Wall: # \_\_\_\_\_ @ \_\_\_\_\_ sq. ft.

The undersigned hereby certifies that (s)he has the authority to make the above application, the above information is true and correct, that as a condition of making this application and of its issuance, to conform to the building code of the Town of Zionsville and all instructions and directions of the Building Commissioner and Inspectors.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Zoning: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
 Sign Area: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved     Denied    Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_



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### CHECKLIST

All plans for an Improvement Location Permit approval shall be prepared in accordance with the following:

#### A. General

FEES: Upon submittal of application a non-refundable application and review fee(s) will be collected. Checks payable to Town of Zionsville, no AMX. Other fee(s) will be itemized and collected upon permit picked up. All fees per § 195.01 - FEE SCHEDULE.

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction.

#### B. Illuminated Signs

**Two (2) copies of a dimensioned Site Plan**, drawn at a scale no smaller than 1"=100', which shall include:

- Photometric plan
- Cut sheet of lighting fixture
- Brief memo outlining conformance of lighting element(s) with §194.113 Lighting Standards [2016-02-0A; adopted 4/4/2016] and § 194.163 URBAN GENERAL REGULATIONS. (H) Illuminated signs.

#### C. Pole & Ground Signs

**Two (2) copies of a dimensioned Site Plan**, drawn at a scale no smaller than 1"=100', which shall include:

- North arrow.
- Owner's name and address. Address of the lot (if different).
- Legal description of the lot. Actual dimensions of the lot or lots to be built upon.
- Names, center-lines and right-of-way widths of all streets, alleys, thoroughfares, public ways, easements, water ways, or railroad right-of-ways abutting or within the lot.
- Location and dimensions of all buildings, structures, improvements or signs currently existing on the lot.
- Location and size of any proposed or existing driveway.
- The distance from street centerline and right-of-way lines for all existing and proposed signs. (This distance is measured as a line from the point where the sign is closest to the property line. This measurement is taken perpendicular to the property line.)
- The height of the existing and proposed signs.
- Type, size, height and spacing of all landscaping required in connection with a sign (existing and proposed).
- All other information required for the proper administration and enforcement of the Zionsville Zoning Ordinance.

**Two (2) copies of dimensioned Sign Elevations**, drawn at a scale no smaller than 1/4"=1', which shall include:

- All dimensions of the sign face, base and/or supports, and the overall height above grade.
- Lettering, copy, logo, insignia or other depiction to be placed on the sign.

#### D. Wall, Projecting, Canopy/Awning, Window, Incidental Signs

**Two (2) copies of a dimensioned Site Plan**, drawn at a scale no smaller than 1"=100', which shall include:

- North arrow.
- Owner's name and address. Address of the lot (if different).
- Legal description of the lot. Actual dimensions of the lot or lots to be built upon.
- Names, center-lines and right-of-way widths of all streets, alleys, thoroughfares, public ways, easements, water ways, or railroad right-of-ways abutting or within the lot.
- Location and dimensions of all buildings, structures, improvements or signs currently existing on the lot.
- Proposed location of the sign on the building.
- All other information required for the proper administration and enforcement of the Zionsville Zoning Ordinance.

**Two (2) copies of a dimensioned Building Elevation**, drawn at a scale no smaller than 1/4"=1', which shall include:

- All dimensions of the sign face and the overall height above grade.
- Lettering, copy, logo, insignia or other depiction to be placed on the sign.
- Complete elevations of the facade of the building upon which the sign is to be placed, including all dimensions thereof.



**OWNER'S AUTHORIZATION FOR THE SUBMITTAL OF AN APPLICATION FOR IMPROVEMENT LOCATION PERMIT (SIGN) FROM THE TOWN OF ZIONSVILLE, INDIANA**

The undersigned, \_\_\_\_\_, being the owner of record of the property commonly known as \_\_\_\_\_, hereby authorizes \_\_\_\_\_, to file an application for approval for conducting the following activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Printed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

*Please be advised that all new construction must obtain a Certificate of Occupancy (C/O) prior to use or occupancy. A C/O cannot be issued until all required inspections have been scheduled and approved, including the final inspection. If a C/O has not been issued, such new construction will be in violation of State statutes and local ordinances; this could have a negative affect on any future sale of the property and/or on any insurance claims which may arise.*