

**IMPROVEMENT LOCATION PERMIT  
SIGN CHECKLIST**

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

**A. General**

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. Pole and Monument Signs / Plans for Improvement Location Permit Approval**

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.

**C. Wall Signs / Plans for Improvement Location Permit Approval**

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 wall 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