

# SIGN PERMIT APPLICATION

Shelby County Plan Commission  
25 West Polk Street, Room 201  
Shelbyville, IN 46176  
P: 317.392.6338 F: 317.421.8365

APPLICATION NUMBER: \_\_\_\_\_

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

## 1. Sign Owner:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Sign Contractor (if sign owner, write sign owner)

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 2. Location Information

Property Owner (if sign owner, write sign owner):

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Township: \_\_\_\_\_

## 3. Existing Sign Information

Number of Pole/Ground Signs: \_\_\_\_\_

Number of Wall Signs: \_\_\_\_\_

General Location of Existing Pole/Ground Signs: \_\_\_\_\_

Total Area of Existing Wall Signs: \_\_\_\_\_

## 4. Proposed Sign Information:

Type (check one): Wall Sign: \_\_\_\_\_ Pole/Ground Sign: \_\_\_\_\_ Temporary: \_\_\_\_\_

Sign Face Area (excluding structural components): \_\_\_\_\_

General Location: \_\_\_\_\_

Height (pole/ground signs only): \_\_\_\_\_

Lot Road Frontage (pole/ground signs only): \_\_\_\_\_

Lighting: Yes \_\_\_ No \_\_\_ Type: \_\_\_\_\_

Building Facade Length (wall signs only): \_\_\_\_\_

## 5. Required Supplemental Information:

- A drawing of the sign showing length, width, and height (and projection from building for wall signs)
- A site plan showing location of proposed sign on property including setbacks from pavement and property lines

**I certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided. I further agree that the sign installed shall comply with the following standards:**

1. *The base of all ground signs shall be landscaped with living plant material to soften the base of the sign at a rate of one (1) square foot of plant material for every two (2) square foot of sign area.*
2. *No sign shall include animated components.*
3. *Illuminated Signs: The minimum amount of light necessary shall be used. Internal lights shall be shielded or directed away from adjacent property and right-of-way. Externally mounted lights shall have shields to assure that light does not project beyond the sign and bulbs shall be shielded from view of any street, public sidewalk, parking lot, or adjacent property.*
4. *All signs and sign components shall be kept in good repair and in safe, clean, and working condition.*

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

### Office Use Only

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fees: \_\_\_\_\_ Released for Construction per: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Flood Zone: Yes \_\_\_ No \_\_\_ Zoning: \_\_\_\_\_