



2000 Broadway, Suite 234  
 Clarksville, IN 47129  
 Phone: (812) 283-1510 Phone  
 Fax: (812) 280-5549 Fax



## Sign Permit Application

If you have any questions please call 812 283-1510 or e-mail [pj@townofclarksville.com](mailto:pj@townofclarksville.com). Please review [www.clarksvilleplanningandzoning.com](http://www.clarksvilleplanningandzoning.com) to view the Sign Ordinance-01-Z-07 and additional requirements in Ord. # 2008-Z-01 & Ord. # 2008-Z-9.

**CONTACT INFORMATION**

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

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant (other than owner): \_\_\_\_\_

**SIGN CONTRACTOR**

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

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

The applicant acknowledges review of sign permit requirements in the sign ordinance. The applicant acknowledges that the information in this application is correct and accurate.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPERTY INFORMATION**

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

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

Zoning District: \_\_\_\_\_

**TOWN STAFF USE**

**Docket #**      **Sign-2012-** \_\_\_\_\_

Total S.F. of Facade: \_\_\_\_\_

Total S.F. of sign or signs: \_\_\_\_\_

Is construction of material on the drawing:

Yes  No

Zone sign % requirements \_\_\_\_\_

Temporary Sign:  Yes  No

Comments: \_\_\_\_\_

Received by: \_\_\_\_\_

Application Reviewer: \_\_\_\_\_

Pre-field Inspector:      Date: \_\_\_\_\_

Final field inspector: \_\_\_\_\_

**Please attach a photo of each existing sign on the premises with sketch map showing locations of existing and proposed signage. Attach a separate copy of this page for each sign requested under this permit.**

**TYPE OF SIGN**

Ground Sign\*

Corner lot: Is the sign of the clear vision triangle?  
 Yes     No     N/A

What is the setback of the sign? \_\_\_\_\_

What is the height to the base of sign? \_\_\_\_\_

**\*Footings require Clarksville Permit**

Projecting Sign

What is the clearance to grade/sidewalk? \_\_\_\_\_

What is the distance from building to sign? \_\_\_\_\_

Is the sign projecting beyond the wall it is attached?  
 Yes     No    How much? \_\_\_\_\_

Pole Sign or Monument Sign\*

Corner lot: Is the sign of the clear vision triangle?  
 Yes     No     N/A

Is the sign location marked?     Yes     No

What is the setback of the sign? \_\_\_\_\_

What is the height to the base of sign? \_\_\_\_\_

**\*Footings require Clarksville Permit**

Temporary Sign

Is the sign for Institution?     Yes     No

Is the sign for religious?     Yes     No

Is the sign for a profit Special Events?     Yes     No

Placed on site: \_\_\_\_\_  
 Removed from site: \_\_\_\_\_

**EXISTING SIGNAGE**

Dimension and area of each existing sign:  
 \_\_\_\_\_

Total number of existing signs? \_\_\_\_\_

Total S.F. of all existing signs? \_\_\_\_\_

Canopy sign

Is the sign on face of canopy?     Yes     No

Is the sign beneath canopy and perpendicular to building?  
 Yes     No

Wall Sign

What is the distance from building to sign? \_\_\_\_\_

Is the sign covering any wall opening? \_\_\_\_\_

Does the sign project beyond the ends or top of the structural wall it is attached?     Yes     No

Traffic directional signage

Describe: \_\_\_\_\_

**PROPOSED SIGNAGE**

On     Off premise

Type of illumination\* \_\_\_\_\_

**\*Requires Clarksville Electrical Permit**

Total Height \_\_\_\_\_

Clearance beneath sign to average grade: \_\_\_\_\_

Face dimension: \_\_\_\_\_

One sided     Two sided

Total number of **permanent signs?** \_\_\_\_\_

# SIGN PERMIT

## APPLICATION PROCESS

1. Complete application and submit the application and pre-inspection fee:
  - a. **Required attachment:**
    - i. location map showing all existing & proposed signs
    - ii. colored rendering of the proposal sign and dimensions of facade of building (length with height)
    - iii. dimensions of sign (length & width)
    - iv. area of all existing proposed signs, including the marquee, if you plan to put a sign in an existing monument tenant sign
    - v. we will need all components of constructed of durable and adequate material that shall support and retain the dead load of any sign,
    - vi. If the sign is a pole sign, we will need the site location marked for the inspection
  - b. If the building has a parapet, we need the dimensions of the facade of the parapet.
2. Once the application has been completed, a pre-inspection fee of \$25.00 for each sign is paid to the Town of Clarksville, plus a \$10.00 review pre-application review fee.
3. Code Compliance will conduct a compliance field inspection. The inspection is to verify the number of the signs (if any) already existing on the property, the linear building front and linear property frontage.

### **Note:**

There are important construction requirements in 2.13.6 of Ord. # 2008-Z-1 and Chapter 151 (corrected) of the codified ordinance.

4. The review process should generally take between 2 to 5 working days to complete. Call 283-1510 to confirm if the permit is ready to be issued. If the applicant has been notified of any problems, it is required that you wait until the application has returned to the Permitting Counter to resubmit any correct documents.
5. Once the application has been approved, the sign permit is issued. At that time a fee will be charged for the sign permit. The fee is separate from the fee already paid for pre-site inspection earlier in the process. A fee of \$25.00 will be required for each sign.
6. Incidental signs that have a purpose secondary to the use of the lot and do not convey a commercial message such as "no parking", "entrance" and similar copy are permitted. The maximum height of an incidental sign shall be two and one-half [2 1/2] feet and not exceed six [6] sq ft in total area.

### **Temporary Signs:**

1. Inflatable and balloon signs require an Indiana licensed engineer to certify the sign & structure can accommodate live or dead loads, but not tension loads, or combination loads including wind loads, weight of material[s] structural loads or loads such as the weight of snow, ice or other natural phenomena.
2. Balloon & Inflatable permitted for period not to exceed 60 continuous days.
3. All other temporary signs for a period not to exceed 30 consecutive days.

### **Penalties**

1. Any person, firm, or corporation, or anyone acting in behalf thereof who shall violate or fail to comply with any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than \$100.00.
2. Each day a violation is permitted to exist shall constitute a separate offense.

### **Telephone Numbers**

- |                           |                      |
|---------------------------|----------------------|
| 1. Permitting & Licensing | 283-1510             |
| 2. Zoning Reviewers       | 283-1418 or 283-1417 |
| 3. Front Office           | 283-1510             |