# City of Ash Flat

## Office Use Only

### Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Permit Fee: \_\_\_\_$75.00\_\_\_\_\_\_\_\_\_\_\_\_\_

### Permit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PO Box 280**

**Ash Flat, AR. 72513**

**APPLICATION FOR SIGN PERMIT**

**(CHECKS PAYABLE TO: CITY OF ASH FLAT)**

PHYSICAL ADDRESS OF SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TENANT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS/ZIP CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS. LIC # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF SIGN**: (CHECK APPLICABLE CATEGORY)

\_\_\_\_\_ WALL SIGN: (Sign mounted to wall, parallel with wall; includes painted on, etched on, etc; also includes signs on canopy, parapet, awning.)

\_\_\_\_\_ ON-PREMISE DETACHED SIGN: (Free standing sign advertising service or product located on the same parcel or premise.)

\_\_\_\_\_ PROJECTING SIGN: (Attached to wall and projects from face of wall – not permitted if detached sign on premise.)

\_\_\_\_\_ ROOF SIGN: (Attached to and located above roof – not permitted if detached or projecting sign on premise.)

**TYPE OF WORK**: \_\_\_\_\_ NEW SIGN \_\_\_\_\_ ALTERATION \_\_\_\_\_ REPAIR

**FEATURES**: \_\_\_\_\_ ILLUMINATED \_\_\_\_\_ NON-ILLUMINATED \_\_\_\_\_ ANIMATION \_\_\_\_\_ FLASHING LIGHTS

(Animation & flashing lights required to be at least 10’ above grade. )

**ESTIMATED VALUE OF SIGN**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIMENSIONS OF SIGN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL SQ. FT**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Measurement includes extremities of sign, such as decoration, structure trim, lights, etc.)

DOES ANY PART *PROJECT OVER* OR *LOCATE* IN RIGHT OF WAY? \_\_\_\_\_\_\_\_\_\_\_ (Signs prohibited in right of way, or projecting right of way. Exception: where city sidewalk joins building; special agreement required. )

# COMPLETE REVERSE SIDE OF FORM: NOTE DRAWINGS REQUIRED, AND INCLUDE CHECK FOR FEE, PAYABLE TO: CITY OF ASH FLAT

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.

Signature Phone Date

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

**ARE THERE EXISTING SIGNS ON PREMISE**: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If yes, please describe: \_\_\_\_\_ Detached Sign Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Wall Sign Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this sign being attached to existing sign? \_\_\_\_\_ YES \_\_\_\_\_ NO

If this is an alteration, repair, etc., please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELECTRICAL CONTRACTOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Electric permits required, by a licensed electrical contractor, of illuminated, flashing lights, or any wiring is being placed for sign.)

**OTHER REMARKS**: (Indicated type of materials sign is made of.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED**:

1. PLOT/SITE PLAN REQUIRED, DRAWN TO SCALE, FOR DETACHED FREESTANDING SIGNS, PROJECTING SIGNS, AND ROOF SIGNS
   1. Legal description of property
   2. Dimensions of property
   3. Drawings showing details of construction, including loads, stresses and anchors.
   4. Sign location and dimensions in relation to all buildings, property lines, driveways, parking spaces, and internal circulation drive aisles, streets and electric lines )
   5. Any easements, storm detention or drainage areas
   6. Width of driveways and width of right of way
   7. Sight vision triangle measurements for driveways and intersection corners.
   8. Streets adjacent to sign, elevation of street grade (grade of street nearest sign location )
   9. Locations of and distance from other detached sign on the same parcel and/or premise
   10. Distance to closest residential zoning district.
2. ELEVATION DRAWING REQUIRED, DRAWN TO SCALE, ON WALL SIGNS AND DETACHED SIGNS:
   1. All dimensions of sign to include structure, lighting and all extremities
   2. Drawings showing details of construction, including loads, stresses and anchors.
   3. Dimension and height from grade to bottom surface of sign area
   4. Dimension and height from grade to uppermost portion of sign
   5. Dimension from building wall to outer most extremity of wall sign
   6. Lineal footage of each building wall having frontage on a street.
   7. Illumination report for lighting

**NOTE: CONTACT (870) 994-7324 IF YOU HAVE ANY QUESTIONS**.