



SIGN PERMIT APPLICATION

Site plan, elevation drawings (with dimensions), & shop drawings are required with this submittal.

APPLICATION INFORMATION

Address of Proposed Sign(s) Zoning District

Sign Owner Name/Business Mailing Address

Phone Number Email Address

SIGN INSTALLER (Contractor)

Contractor Name Mailing Address

Phone Number Email Address

PROPOSED SIGN STRUCTURE(S) (check all that apply)

- Ground Monument, Pole, Canopy, Subdivision, Free Standing, Wall, Projecting, Banner, Center ID, Awning, Marquee, Billboard, Temporary Portable (On-Premises Only), Other

GENERAL INFORMATION

Sign Type (check all that apply): Permanent, Temporary (On-Premises Only), On-Premises Advertising, Off-Premises Advertising

ILLUMINATION

Internal, External, Electronic Message Center, None

If electrical work is needed, name electrical contractor

Signature of Applicant: Date Submitted:

The above-signed applicant hereby certifies that all materials used and work performed conforms to all sign regulations of the City of Hutchinson.

Office Use Only

If a Special Use Permit or Conditional Use Permit is required, explain:

Date Approved Permit Number: Permit Fee: \$

Application Reviewed by:



SIGN PERMIT SUPPLEMENTAL FORMS REQUIRED

1) Site Plan (drawn to scale) of Zoning Lot:

- a) Location of all structures.
- b) Location of all existing signs on the premises and the distance between the detached sign(s) and proposed sign.
- c) Location for proposed sign(s).
- d) Location of any utility or drainage easements.
- e) All property lines, streets (identified by name), driveways and parking area.
- f) Setback measurements from property lines to nearest edge of sign(s).

2) Shop Drawings:

- a) Details showing the height, dimensions, materials and proposed copy of the sign.
- b) Drawings of the structural components and supports of each sign. All signs shall withstand 90 mph wind loads and structural calculations according to the adopted Building Codes of the City.
- c) Provide a scaled elevation of the wall showing the proposed placement of the sign. Elevations should include detailed dimensions of the entire wall upon which the sign is to be placed including the parapet if applicable.
- d) Indicate if sign will be lighted internally, externally, or with an electronic message board. All electrical components shall comply with the adopted electrical codes of the City.

3) Inventory of Existing Signs: Provide the information requested (number, square footage, type and height, etc.) on the attached "Inventory of Existing Signs" form.

4) Additional Documentation:

- a) Provide documentation that the electronic sign is equipped with a mechanism to automatically adjust the display's illuminative brightness controlled by means of a light detector/photo cell.
- b) Provide documentation that the electronic message center sign is equipped with a default mechanism that shall freeze the sign in one position or static message if a malfunction occurs.

5) Signs to be Installed by:

- a) Property owners or lessee may install the following:
 Painting the face or attaching individual letters which are not illuminated or will have no structural changes of the surface or wall and the construction and installation of any temporary freestanding or wall sign.
- b) Licensed sign installers, contractors and electrical contractors shall install the following:
 Any sign which is internally illuminated, any permanent freestanding sign requiring wind load calculations and any sign which is located above a pedestrian walkway.

6) Permit Fees:

Sign Type	Non-Illuminated	Illuminated	Other
Detached-Wall-Projecting-Marquee-Canopy-Subdivision	\$20.00	\$35.00	-
Awnings	\$10.00	\$20.00	-
Single sign or multiple signs totaling over 150 sq. ft.	-	-	\$50.00
Billboard	-	-	\$35.00
Temporary Portable Sign (on-premises only):			\$10.00
Variance, Special Use Permit or Conditional Use Permit	-	-	\$165.00



INVENTORY OF EXISTING SIGNS

Address of Property _____

Business Name _____

Is the business a part of a shopping center or zoning lot with multiple businesses? _____

If there are no existing signs at this address at the time of sign permit application or if existing sign(s) will be removed to install new sign(s), this information is not needed.

If existing sign(s) will remain, provide the information requested in the following table. Do not include proposed sign(s) or square footage of the proposed sign(s) shown on the sign permit application submitted.

Type of Sign	Number of Signs	Total Square Footage	Height(s)
Ground Monument			
Freestanding			
Pole			
Wall Sign			N/A
Awning			N/A
Projecting			N/A
Canopy			N/A
Billboard			
Other			

Gross sign surface area: The gross surface area of a sign shall be the sum of all surface areas of all the sign faces, except that for signs designed as double faced signs, only one face of the sign shall be considered in determining the gross surface area. When computing the gross surface area of any wall sign which consists of letters, numbers and symbols mounted or painted on a wall, the gross surface area shall be deemed to be the area of the smallest rectangular figure which can encompass all of the letters, numbers, and symbols.

Office Use Only

Detached Signs	Wall Signs	Comments:
# of Existing:	Total Sq. Footage of Existing:	
# of New:	Total Sq. Footage of New:	
Total:	Total:	