



Town of Zionsville, Indiana

1100 West Oak Street, Zionsville, Indiana 46077

OFFICE USE ONLY:	
Inspections:	_____
Plan Comm/BZA:	_____
Docket #:	_____
Receipt #:	_____

Sign Permit Application

Single Multi Tenant Building

COMPANY RESPONSIBLE FOR PLACEMENT:

Contact: _____
 Company: _____
 Address: _____
 Phone Number: _____
 Email: _____

BUSINESS/SIGN LOCATION:

Contact: _____
 Company: _____
 Address (of sign): _____
 Phone Number: _____
 Email: _____

Fill out Owner Authorization Form. MUST be filled out by OWNER OF THE LAND not the tenant/lessee.

SIGN INFORMATION:

Type of Sign: Incidental Suspended Canopy Awning
 Projecting Wall Ground/Pylon Off-Premise; Advertising
 Other: _____

Illumination: Interior Exterior Reverse Channel Non-Illuminated

Dimensions:
 Sign Height: _____ feet. (x) Sign Width: _____ feet. (=) Sign Area: _____ square feet
 Estimated Construction Cost: \$ _____

Projecting Signs: Sign Height from Grade: Bottom edge: _____ feet Top edge: _____ feet
 Sign Distance from Building: _____ feet

Free Standing Signs: Property Frontage: _____ feet
 Setbacks: Front: _____ feet Side: _____ feet Side: _____ feet Rear: _____ feet

Building/Tenant Space Signs:
 Building/Tenant Space Frontage: _____ feet (x) Height _____ feet (=) Façade Area: _____ sq. feet

Encroachment Agreement Needed? Easement Air Space ROW N/A

NUMBER AND SIZE OF ALL EXISTING SIGNS:

Pole: # _____ @ _____ sq. ft. Total Existing Sign Area: _____ sq. ft.
 Ground: # _____ @ _____ sq. ft. Total Sign Area (Existing + Proposed): _____ sq. ft.
 Wall: # _____ @ _____ sq. ft.

The undersigned hereby certifies that (s)he has the authority to make the above application, the above information is true and correct, that as a condition of making this application and of its issuance, to conform to the building code of the Town of Zionsville and all instructions and directions of the Building Commissioner and Inspectors.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY	
Zoning: _____	Reviewed By: _____
Sign Area: _____	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Permit #: _____	Fee: _____
Comments: _____	



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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 & Ground Signs

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, Projecting, Awning, Canopy, Window, Incidental Signs

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 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.



OWNER'S AUTHORIZATION FOR THE SUBMITTAL OF AN APPLICATION FOR IMPROVEMENT LOCATION PERMIT (SIGN) FROM THE TOWN OF ZIONSVILLE, INDIANA

The undersigned, _____, being the owner of record of the property commonly known as _____, hereby authorizes _____, to file an application for approval for conducting the following activity:

Signature of Owner: _____
Printed: _____
Address: _____

Telephone: _____
Date: _____

Please be advised that all new construction must obtain a Certificate of Occupancy (C/O) prior to use or occupancy. A C/O cannot be issued until all required inspections have been scheduled and approved, including the final inspection. If a C/O has not been issued, such new construction will be in violation of State statutes and local ordinances; this could have a negative affect on any future sale of the property and/or on any insurance claims which may arise.