



# APPLICATION FOR SIGN PERMIT REVIEW PROCEDURE

*Prior to review of application*

1. Contact the Sioux County Planning and Zoning Department regarding current zoning regulations and other requirements. (Reference Sioux County Zoning Ordinance Article XX Sign Regulations)
2. Prepare all required documents in accordance with the following submittal requirements.
 

<input type="checkbox"/> Completed Application. (inside, page 2)	<input type="checkbox"/> Lighting plans. (if applicable)
<input type="checkbox"/> Completed Site Plan. (inside, page 3)	<input type="checkbox"/> IDOT Approval. (if applicable)
<input type="checkbox"/> Sketch/Drawing of proposed sign. (page 3)	<input type="checkbox"/> Floodplain Permit. (if applicable)
<input type="checkbox"/> Applicable Permit fee (see 2008 Zoning Fee Schedule)	
3. **Submit all required application materials outlined above** to the Sioux County Planning and Zoning Department. If the applicant is not the land owner of record, a signed statement from the owner of record stating the applicant may act on his/her behalf must be submitted with the application.
4. **The application is for ONE sign only. Each sign requires a separate permit application.**
5. After receiving a complete application, the application materials are reviewed by staff within one business week.
6. If all applicable provisions of the Sioux County Land Development Regulations and Zoning Ordinance are satisfied the procedure continues as described on "Development Review Procedures—After Approval of Application".
7. If all applicable provisions of the Sioux County Land Development Regulations cannot be satisfied, the application will be denied and the applicant will be notified of the action.

FOR OFFICE USE ONLY	
ZONING PERMIT NO. _____ Action on Application: <input type="checkbox"/> Approve <input type="checkbox"/> Deny Conditions: _____ _____ Appeal To BOA: <input type="checkbox"/> Yes <input type="checkbox"/> No            Date: _____ Appeal No.: _____ <input type="checkbox"/> Approve* <input type="checkbox"/> Deny *If approved with conditions, have all conditions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <i>Signature of Zoning Official</i>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>File Stamp – Date Received</b></p>                Receipt No. _____            Receipt Amount _____         </div>
<b>FIELD OBSERVATION REPORT:</b> Date: _____ Time: _____ Notes: _____ _____ Item: _____ Description: _____ Follow-up _____ By: _____ Is the location of the structure in conformance with the submitted plans? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe non-conformance/violation: _____ If no, describe the required correction needed: _____ Relayed to: _____ <input type="checkbox"/> At Site <input type="checkbox"/> By Phone <input type="checkbox"/> In Person Issue Stop Work Order: <input type="checkbox"/> Yes <input type="checkbox"/> No            Date: _____ Section of Land Development Regulations/Zoning Ordinance Violated: _____ Date non-conformance/violation corrected: _____ _____ <i>Signature of Zoning Official</i>	



# Application for Sign Permit

Sioux County Planning and Zoning Administration, 210 Central Avenue SW, Orange City, Iowa 51041  
Phone (712) 737-3820 — Fax (712) 707-9273 — zoning@siouxcounty.org — www.siouxcounty.com

**Applicant Information:** \_\_\_\_\_  
 \_\_\_\_\_ (Last Name) \_\_\_\_\_ (First Name)  
 \_\_\_\_\_ (Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)  
 \_\_\_\_\_ (Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_ (Email)

**Contractor Information:** \_\_\_\_\_  
 \_\_\_\_\_ (Company Name) \_\_\_\_\_ (Contact Name)  
 \_\_\_\_\_ (Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)  
 \_\_\_\_\_ (Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_ (Email)

**Property Information:** \_\_\_\_\_  
 \_\_\_\_\_ (E911 Address)  
 \_\_\_\_\_ Parcel Identification Number (PIN) \_\_\_\_\_ Quarter/Quarter \_\_\_\_\_ Township Name \_\_\_\_\_ Section Number

### New Sign Information

Pennant Sign  Portable Sign  Building Sign  External Sign  Internal Sign  Other Type: \_\_\_\_\_  
 Height above Grade: \_\_\_\_\_ Sign Dimensions: \_\_\_\_\_  
 Total area per each face of sign: \_\_\_\_\_ Distance between faces(if applicable): \_\_\_\_\_  
 Beginning Date (if temporary): \_\_\_\_\_ Ending Date (if temporary): \_\_\_\_\_  
 Total square footage of building façade: \_\_\_\_\_ Setback from Right of Way: \_\_\_\_\_  
 Lighting \_\_\_\_\_ (attach lighting specifications)  
 NOTE: LIGHTING ONLY PERMITTED IN CERTAIN ZONING DISTRICTS – See Zoning Ordinance Article XX Sign Regulations  
 ESTIMATED COST OF CONSTRUCTIONS (REQUIRED): \$ \_\_\_\_\_

### CERTIFICATION

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners\*\* of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection, and, if necessary, for posting a public notice on the property.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\* If signature is not the owner of the property, a written statement from the owner of record stating the applicant signing this form may act on his/her behalf must be submitted.

**Applications will be considered incomplete and will NOT be accepted until ALL requirements are met and fees are paid in full.**

### SITE PLAN AND SKETCH/DRAWING:

IN THE SPACE PROVIDED ON PAGE 3 OF THIS APPLICATION, please provide a site plan and sketch/drawing for the proposed sign permit use. Site plans must be drawn approximately to scale and include all following items for the application to be deemed complete. You may choose to submit a separate site plan, however, all items identified here must be shown.

#### Site Plan:

- Dimensions of all lot lines.
- Location, dimensions and height, of the proposed sign and support structure, with setback distances measured at a right angle from lot lines. (if not attached to existing structure)
- Location, dimensions and height of all existing external signs on the property, with setback distances measured at a right angle from lot lines. (if applicable)
- Lighting plans (if applicable).  
Note: Lighting of signs is not allowed in all zoning districts.
- Any other information determined necessary by the Director

#### Sketch/Drawing:

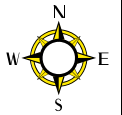
- Sketch/drawing/photo of proposed sign and support structure.
- Location, dimensions and height of all existing external signs on the structure. (if applicable)
- Dimensions of and location on the surface to which the sign will be attached. (if applicable).
- Any other information determined necessary by the Director:

\_\_\_\_\_  
 \_\_\_\_\_

Application No. \_\_\_\_\_

# SITE PLAN

Scale: \_\_\_\_ = \_\_\_\_



# SKETCH/DRAWING

Scale: \_\_\_\_ = \_\_\_\_