

# TOWN OF EDINBURGH – SIGN PERMIT APPLICATION

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DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

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APPLICATION FOR:       ON PREMISE SIGN                       OFF PREMISE SIGN

SIGN TYPE: (Check all that apply)

- |                                      |                                     |                                        |
|--------------------------------------|-------------------------------------|----------------------------------------|
| <input type="checkbox"/> WALL        | <input type="checkbox"/> TEMPORARY  | <input type="checkbox"/> FREE STANDING |
| <input type="checkbox"/> ROOF SIGN   | <input type="checkbox"/> PROJECTING | <input type="checkbox"/> PORTABLE      |
| <input type="checkbox"/> CANOPY SIGN | <input type="checkbox"/> MARQUEE    | <input type="checkbox"/> ILLUMINATED   |
| <input type="checkbox"/> BILLBOARD   | <input type="checkbox"/> WOOD FRAME | <input type="checkbox"/> METAL FRAME   |
- 

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ADDRESS FOR THE SIGN: \_\_\_\_\_

BETWEEN SIDE STREETS: \_\_\_\_\_ and \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ PROPERTY ZONING: \_\_\_\_\_

NUMBER OF SIGNS BEING INSTALLED: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

TOTAL COPY AREA OF SIGN(S): \_\_\_\_\_ PERMITTED BY ZONING: YES  NO

*NOTE: If sign is not compliant with Sign Regulations of the Town of Edinburgh Zoning Ordinances, an application for variance must be presented to the Edinburgh Zoning Board of Appeals and/or the Edinburgh Planning Commission and receive approval before a Sign Permit is granted.*

DESCRIBE SIGN CONTENT (What is being advertised / displayed): \_\_\_\_\_

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HEIGHT TO BOTTOM OF SIGN: \_\_\_\_\_ (FT.) HEIGHT TO TOP OF SIGN: \_\_\_\_\_ (FT.)

WILL THE SIGN(S) BE PERMANENTLY ANCHORED TO GROUND OR BUILDING: \_\_\_\_\_

IF NOT, PLEASE EXPLAIN: \_\_\_\_\_

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VALUE OF CONSTRUCTION: (\$) \_\_\_\_\_

**SIGN OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**SIGN ERECTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**Documentation Needed:**

The following documents must accompany this application:

- 1) Site Location Map
- 2) Site Plan
- 3) Construction Design Release (non-residential only)
- 4) A diagram, illustration or picture that include sign dimensions

**Certification:**

The undersigned affirms under the penalties for perjury that (1) the foregoing representations are true and correct; (2) the required plot plan and construction plans are complete and accurate; (3) he/she will be responsible for all applicable laws and ordinances; (4) he/she understands that approval of the plans and issuance of permits does not obviate the need to comply with applicable laws and ordinances; (5) he/she agrees to hold harmless and indemnify the Town of Edinburgh, Indiana for any losses, claims, or liability resulting from the undersigned, his/her agent, principle, contractor, subcontractor, or supplier's errors of omission and/or commission.

I understand the issuance of this permit shall not prevent Zoning Enforcement from thereafter requiring any necessary correction for ordinance violations. I understand that this permit is not valid until the fee is paid and that work under this permit must be completed within three (3) months, or the permit must be renewed.

**Applicant's Name:**

**Reviewed By:**

\_\_\_\_\_  
(PRINT)

\_\_\_\_\_  
(PRINT)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

Phone # to call when permit is ready:  
(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Released for Construction:  YES  
 NO

PERMIT FEE: (\$) \_\_\_\_\_

ELECTRICAL FEE: (\$) \_\_\_\_\_

**NOTES:**

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