

CITY OF POLSON

Planning & Building Department
106 1st Street E. | Polson, MT 59860
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E: bp@cityofpolson.com
W: www.cityofpolson.com

Date Rec'd: _____

Fee: _____

Permit #: _____

SIGN PERMIT APPLICATION

PURPOSE: A sign permit is required every time a new sign – freestanding or mounted – is proposed. Refer to the sign ordinance for all specifications standards.

FEE SCHEDULE: \$150 minimum plus \$0.25 per square foot of permitted signage.

Name of Business Owner Applicant: _____

Name of Business: _____

Address for proposed sign: _____

Applicant address if different: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Contractor/Agent: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Contact: Business Owner Contractor

Legal Description: _____ Subdivision: _____ Lot: _____ Block: _____

In which zoning district is the property located?: _____

Will the sign incorporate lighting? If so, please describe: _____

Indicate the type of permit you are requesting and include the information required:

- Freestanding, Ground-mounted or Monument Sign**
 - Sketch of sign (with dimensions, materials, structural supports and design features noted) attached
 - Site diagram attached*

- Building-mounted Sign**
 - Sketch of sign (with dimensions, materials, structural supports and design features noted) attached
 - Wall diagram (includes building wall dimensions; size, height & location of existing and proposed signs; and scale) attached*
 - Site diagram for signs that project from a building or extend over public right-of-way attached*

Required for Diagrams and Sketches

Letter each existing sign and identify. Number each proposed sign and identify.

- | | |
|----------|----------|
| A. _____ | 1. _____ |
| B. _____ | 2. _____ |
| C. _____ | 3. _____ |

*See diagram guidelines and examples on page 3

I _____, hereby depose and confirm that all statements contained in this document hereto attached are true and correct to the best of my knowledge and belief. Furthermore, I hereby grant permission to the members of the Polson Planning Staff, Board of Adjustment or their designated agents to enter the subject property for the purpose of evaluating this application and any construction which has or will occur as a result of this application. I understand that it is my responsibility to attain approval from or make any necessary arrangements with the landowner(s), as applicable.

Business Owner Signature _____ Date _____

Incomplete or inaccurate applications will not be processed and will be returned to the applicant.

Diagram Guidelines

For a wall diagram, include the following items:

- a. Scale: A suggested scale is 1 inch to 4 feet.
- b. Entire building side with dimensions (length and height) shall be documented. Each building side with visible wall space or signs shall be shown. The building dimensions affect the amount of signage allowed and need to be shown.
- c. Size, height, and location of all existing and proposed signage. This information is needed to ensure that the proposed sign(s) are within the parameters for the size and location of the sign(s).
- d. Note that for projecting signs or signs that extend out from the building, a site diagram is required. These may be allowed to extend into the right-of-way of the Central Business Zoning District given that they meet criteria for such.

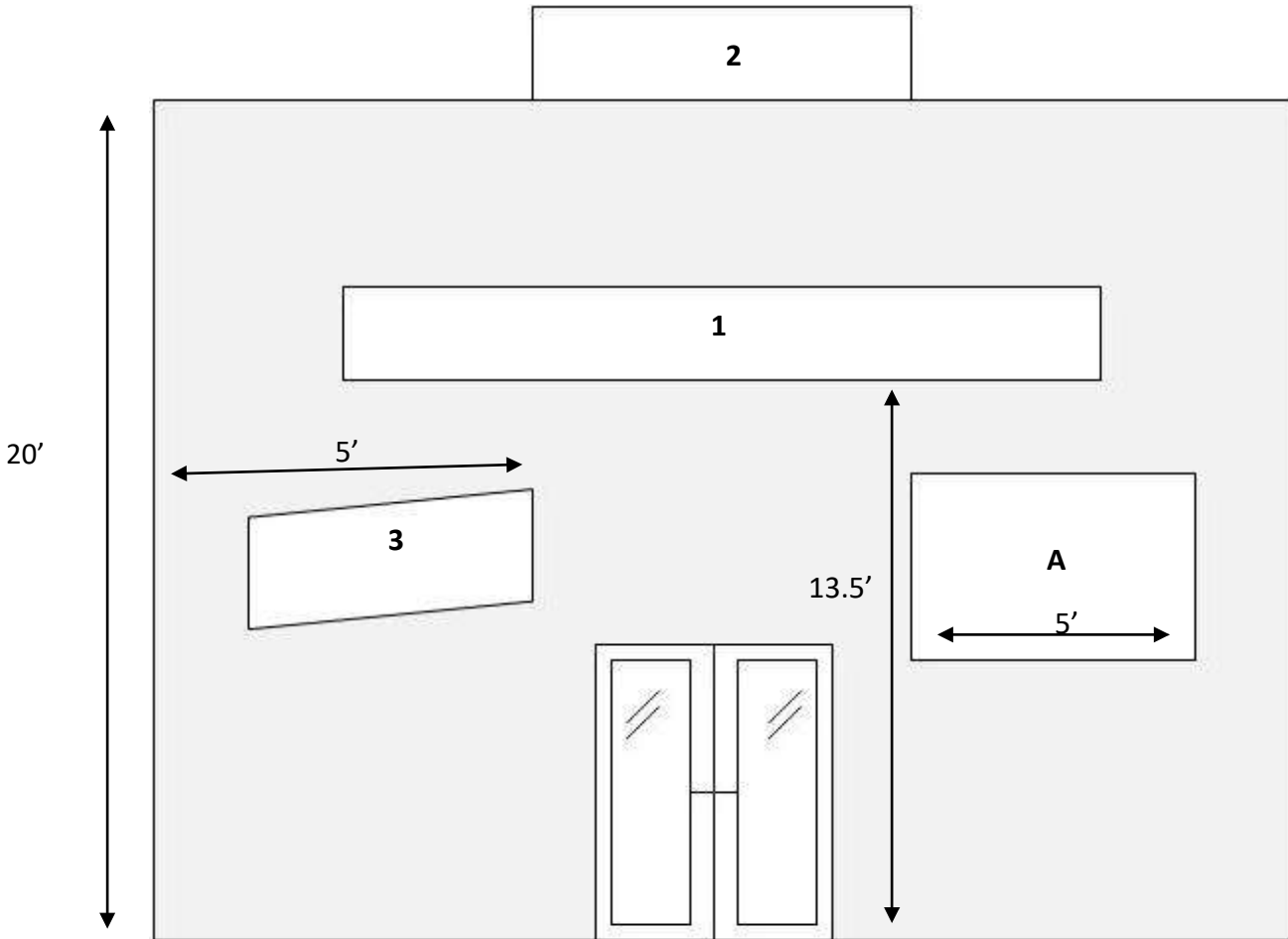
Example

Please note: Neat, hand drawn diagrams and sketches are acceptable.

Required for Diagrams and Sketches

Letter each existing sign and identify. Number each proposed sign and identify.

- | | |
|-----------------------------------|--|
| A. 4 x 5 painted wall sign | 1. 2.5' x 9' canvas wall sign |
| B. _____ | 2. 3' x 8' wood roof sign |
| C. _____ | 3. 3.5' x 5' aluminum projecting sign |



*Projecting sign would also require site diagram 1 Inch=4 feet