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# SPECIAL USE SIGN PERMIT APPLICATION

(MTMC 19.135.100)

Permit # \_\_\_\_\_

**Animated Sign**       **Comprehensive Design Sign**       **Off-Premises Directional Sign**

Business Site Address \_\_\_\_\_

<b><u>PROPERTY OWNER</u></b>	
Name _____	
Address _____	
City _____	State _____ Zip _____
Ph _____	Fax _____
E-mail _____	
Contact Name _____	
Ph _____	Fax _____
E-mail _____	

<b><u>BUSINESS / CONTACT INFORMATION</u></b>	
Name of Business _____	
Contact Name _____	
Address _____	
City _____	State _____ Zip _____
Ph _____	Fax _____
E-mail _____	
City Lic. # _____	

**Filing Requirements:**

1. Complete application and processing fee.
2. City Map showing location of sign(s).
3. Architectural drawings of sign(s), in color.
4. Letter explaining why each sign is required (if applicable).
5. Written responses to applicable criteria.

Description of Signage / Text	Desired Size	Location

**I certify to the best of my knowledge, the information provided on this permit application is true and correct.**

**Signed: Business Owner / Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

Application Received By \_\_\_\_\_ Date \_\_\_\_\_

Permit Receipt Number \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

**Application Approved By** Traffic Engineer \_\_\_\_\_ Date \_\_\_\_\_

Planning \_\_\_\_\_ Date \_\_\_\_\_

Hearing Examiner \_\_\_\_\_ Date \_\_\_\_\_

Other \_\_\_\_\_ Date \_\_\_\_\_

Conditions \_\_\_\_\_

# Special Use Sign Criteria

Pursuant to MTMC 19.135.100

Provide a written response to the following criteria for Special Use Signs. The Hearing Examiner may approve special use sign permits to allow for animated signs, comprehensive design plan signs and off-premises directional signs. This application and criteria apply only to special use signs pursuant to MTMC 19.135.100. All applications require review and approval by a Hearing Examiner.

## Animated Sign criteria

1. Describe how the sign will serve a legitimate purpose, other than attention getting, in the design element of the sign. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Provide detail as to the messages on each side of the sign. If sign is to rotate, show that rotation will not exceed seven RPM. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Comprehensive Design Plan sign criteria

1. Describe of the physical components of the sign are integrated into the design of the written copy of sign. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Describe how the sign relates to the immediate surroundings, including existing and proposed buildings, other signs and landscaping. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe how the sign relates to the subject property characteristics and the characteristics of the surrounding properties. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Off-Premises Directional Sign criteria**

1. Describe how the business is not easily located by use of on-premise signage. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Describe how allowing of the off-premises directional sign would not be detrimental to the public welfare or injurious to other property in the vicinity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe how allowing the directional sign would not be contrary to the general intent of the sign code chapter (Sign Regulations, Chapter 19.135 MTMC). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Will the sign be used for identification and direction only? Does the sign area exceed an area of 24 square feet? Is the sign height in excess of 20 feet? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Is the sign permanently mounted entirely on private property with written permission by property owner?  
Include a map of the subject property where sign is to be located indicating sign location, with dimensions to property line(s) labeled: \_\_\_\_\_  
\_\_\_\_\_  
Address of Sign Location: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Is written permission attached? Yes \_\_\_\_\_ No \_\_\_\_\_