

SIGN PERMIT REQUIREMENTS

The applicant is required to submit the following information to the Community Development Department, 655 North 1250 West, Centerville. Additional information may be requested after the formal application is received.

1. Sign Permit Application	This form shall be completed with name address and telephone number of the property owner, contractor's information, and sign information.
2. Statement	A statement by applicant stating how the sign permit request meets the approval standards of 12.21.160(e).
3. A Plot Plan	The Plan must include: applicants name, site address, property boundaries and dimensions, layout of existing and proposed buildings, parking, landscaping, utilities, and property lines and uses within one hundred (100) feet of the subject property.
4. Elevation Drawing	Type of sign, sign location in relation to nearest property line, sign face design, sign face area, sign illumination details, reflective elements and all construction, attachment and electrical drawings.
5. Fees	Once the Sign Permit is completed, fees must be paid. Sign fees are based on the valuation of the sign.

PROCEDURES FOR SIGN PERMIT REVIEW

1.	Submit your application, statement, plot plan, elevation drawing and all other required information to our Community Development Department, 655 N. 1250 W.
2.	When all required information is submitted, a member of the planning department will review the application for completeness and compliance to section 12.54 of the Centerville City Zoning Ordinance. If there are no corrections needed, the Building Inspector will review the plans to determine building and electrical codes are met.
3.	The Zoning Administrator will then approve, approve with conditions, or deny the application request. After the decision is made, the applicant shall receive written notice of the decision.
4.	If your request is denied by the Zoning Administrator, you may appeal the decision by completing an application within fourteen (14) days of the decision which was made (12.21.200 (c)). Applications may be found at our 655 N. 1250 W. office.
5.	When the permit is approved, fees calculated and paid, construction may begin.
6.	The sign permit will expire if the sign is not installed within 180 days after approval.