

## City Of Marshalltown Sign Permit Application

Housing & Community Development Department ♦ 24 North Center Street ♦ Marshalltown, IA 50158  
Ph: 641-754-5756 ♦ Fax: 641-754-5742

**All items listed must be submitted with this application, incomplete applications cannot be reviewed.**

- All signs must be erected or installed by a licensed sign erector approved by the City of Marshalltown.
- The sign permit fee is the highest of \$25.00 or \$1.00 per square foot of sign area **per sign**. Payment may either be submitted with application or billed by the City of Marshalltown.
- This permit does not authorize electrical work in conjunction with the approved sign (aside from changing lamps and fuses). Contact John Phillips, Electrical Inspector, at 641-750-1652 for electrical permitting requirements.

**We hereby make application for a permit to install and use a sign in the City of Marshalltown in accordance with the provisions of all applicable City Codes and Zoning Ordinance.**

**The sign(s) will be used in conjunction with:**

Business Name & Contact Person:		
Mailing Address:	Phone:	Fax:

**The sign(s) will be erected or installed by:**

Contractor Name:		
Mailing Address:	Phone:	Fax:

**Location of the sign(s):**

Property Address:	
<input type="checkbox"/> On Premise (Refer to section 1.):	<input type="checkbox"/> Off Premise (Refer to Section 2.)

**1. ON PREMISE SIGNS: If the sign is an on premise sign, answer the following questions and attach all the stated information:**

- a. Indicate the number of signs to be erected with this permit and attached the stated information:
- \_\_\_\_\_ **Wall Sign(s)**. Attach a drawing showing the location of the sign on the lot, sign dimensions, the dimensions of the wall, and a copy of the sign face;
- \_\_\_\_\_ **Freestanding Sign(s)**. Attach a drawing showing sign height, sign dimensions, setbacks from property lines, total sign area, and a copy of the sign face;
- \_\_\_\_\_ **Canopy and Awning Sign(s)**. Attach a drawing showing the location of the sign on the lot, sign dimensions, dimensions of the wall, and a copy of the sign face;
- \_\_\_\_\_ **Other (Describe)** \_\_\_\_\_
- b. How many signs (existing and included in this permit) will be on the property? \_\_\_\_\_

- c. Will more than one freestanding sign be on the property?  Yes  No
- d. List the dimensions of **all existing signs** that will remain on this zoning lot?


- 2. OFF PREMISE SIGNS:** If the sign is an off premise sign, attach the following items:
- a. The legal description of the property where the sign will be located;
  - b. A plan showing the location of the sign on the lot, providing the following setback measurements from the front, side and rear lot lines;
  - c. A detailed drawing showing the height of the sign, sign dimensions, lighting plan, and how many faces the sign will have;
  - d. The IDOT permit application (if the sign will be located along a state or federal highway).

As required by the Sign Ordinance, and as a part of this application, we agree that we shall be liable for and will pay all damage suffered by any person injured or damaged while lawfully using the public street or sidewalk underneath or adjacent to such sign, whenever such injury or damage is caused by faulty construction, maintenance, repair or removal thereof or from such sign, or any part thereof, falling down, becoming loose, or otherwise unsafe or dangerous to the regular and lawful use of such street or sidewalk.

Property Owner Signature

Date

Contractor Signature

Date

**For Office Use Only:** The above-described sign(s) **must** meet all sign and zoning ordinance requirements and the contractor **must be** licensed with the City of Marshalltown **in order to be approved.**

Zoning District:	Lot Frontage:
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License Expiration Date:	
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Proposed Sign(s) Size: SF/OAH*	Fee Per Sign:	Type:	Maximum Allowed Size:
1.			
2.			
3.			
4.			
5.			

<input type="checkbox"/> <b>Sign Permit Approved</b>	<input type="checkbox"/> <b>Sign Permit Denied</b>	<b>Total Fee:</b>
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City Planner Signature:	Date:
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\*SF/OAH = Area in Square Feet and Overall Height of Sign