



SIGN PERMIT APPLICATION

Town of Avon
6570 E. US Hwy 36
Avon, Indiana 46123
(317) 272-0948
www.avongov.org

All sign applications **MUST** be accompanied by the following items:

- Two (2) copies of a plot plan showing the exact location, size and quantity of the proposed signs or advertising structures on the property with distances to lot lines and any buildings or structures. *Permanent Sign Applications must also include a legal description of the property.*
- Two (2) copies of a detailed elevation drawing of the proposed signs with height, width, and depth dimensions. *Permanent sign applications must also include a detailed sign structural plan along with mechanical and electrical specifications of the proposed sign. Tenant panel changes require a permit and drawings must be included with an application for a permanent sign.*
- Civic Sign applications must provide a Letter Granting Authority if sponsoring group is not the property owner and a Letter of Approval must be submitted from affiliated charity.

1. SIGN LOCATION INFORMATION

Name of Business: _____ Zoning: _____ Lot #: _____
Address: _____ Subdivision Name: _____
Phone: _____ Email: _____

2. SIGN CONTRACTOR/COMPANY

Email: _____

Name of Company: _____ Phone: _____

Address: _____ Contact Person: _____

3a. PERMANENT SIGN

Placement Ground Wall Roof Pole Projecting Tenant Panel Other _____

Lighting Incandescent Fluorescent LED Other _____

Height _____ Above Grade **Dimensions** Single-Faced _____ sq. feet Double-Faced _____ sq. feet

Existing Signs Ground Wall Roof Pole Projecting Other _____

Estimated Construction Cost \$ _____

3b. TEMPORARY GRAND OPENING CIVIC

Placement Ground Wall ICS Other _____

Height _____ Above Grade **Dimensions** Single-Faced _____ sq. feet
 Double-Faced _____ sq. feet

Dates Signs are to be Displayed: From _____ thru _____

Balloons/Streamers/Pennants: yes no Where will these items be placed? _____
(Civic and Grand Opening Permits only)

4. AFFIDAVIT OF APPLICANT

1. I understand that the review of this permit may take up to 30 days.
2. I have provided two (2) copies of a plot plan, including a legal description of the property, if applicable, showing the exact location of the proposed signs or advertising structures on the property with distances to lot lines and any buildings or structures.
3. I have provided two (2) copies of a detailed elevation drawing of the proposed signs with height, width, and depth dimensions, along with structural drawings, mechanical and electrical specifications of the proposed signs and tenant panel drawings, if applicable.
4. Sign cannot be erected before a permit has been posted. If construction or placement of a sign occurs without a permit, the applicant must submit an application for that sign and will be subject to an additional review fee and possible fines.
5. I have reviewed the attached Sign Permit Requirements Sheet related to the specific sign application attached and understand that any violation of these terms may result in fines or enforcement.
6. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without the intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.

5. APPLICANT INFORMATION (I have read and agree with the above affidavit.)

(Applicant Name-Please Print)

(Applicant Signature)

(Applicant's Mailing Address)

(Date)

(City, State and Zip Code)

(Telephone Number)

6. DISCLOSURE STATEMENT (To be completed by applicant)

I _____, being duly sworn upon my oath state as follows:
(Applicant or Applicant Representative. Please Print)

(CIRCLE APPLICABLE PROVISION BELOW)

- A. To the best of my knowledge the applicant named above has no financial agreements, or contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission.
- B. List any and all contracts, arrangements or financial agreements, and all entities to such contracts arrangements or financial agreements: _____

Signature

Date

----- **FOR OFFICE USE ONLY** -----

Sign Area: _____ Sign Type: _____

Date Received: _____

Application: Approved Denied

Fee Paid: _____

Reviewed By: _____

Permit #: _____

Date: _____

Receipt #: _____



SIGN PERMIT REQUIREMENTS (General Standards and Guidelines)

PERMANENT SIGNS

- Permanent signs must follow Chapter 18 of the Avon Zoning Ordinance.
- Sign calculation tables and a link to the sign code may be found on the Building Department page of the Town's website. Go to www.avongov.org and locate Building Department under the 'Government' tab.
- Tenant Panel changes require a sign permit and drawings must be included with an application.

TEMPORARY SIGNS

- Sign may be displayed for a maximum of fifteen (15) days.
- A total of two (2) signs may be included with a Temporary Sign Permit.
- The maximum size of any temporary sign is thirty-two (32) square feet.
- A temporary sign may not be illuminated and may not be located within the Right-of-Way of any street or the sign may be removed.
- Businesses may have four (4) Temporary Sign Permits per year and each display period must be separated by 30 days. Each 15 day period requires a permit.

GRAND OPENING SIGNS

Grand Opening Signs shall adhere to the requirements of Temporary Signs except for the following:

- Sign may be displayed for a maximum of thirty (30) days.
- Grand Opening Permits may only be issued within the first six (6) months after either the opening of a business or a change in ownership.
- A total of four (4) signs may be included with a Grand Opening Sign Permit.
- Grand Opening Signs may include balloons, streamers or pennants.

CIVIC EVENT SIGNS

Civic Event Signs shall adhere to the requirements of Temporary Signs except for the following:

- Application must include authorization from the property owner and form the affiliated charity or organization.
- Sign may be displayed for a maximum of three (3) weeks.
- A total of two (2) signs may be displayed on the premises of the event with a maximum area of 32 square feet.
- A total of ten (10) signs may be displayed off-site with a maximum of 6 square feet and 3 feet in height.
 - Applicant must include a list of the location of off-premise signs. As no sign may be located in the Right-of-Way or on other public property, the applicant will need to gain permission from private property owners to place off-premise signs. Signs located within the Right-of-Way will be removed.
- Civic Signs may include balloons, streamers or pennants.

***Please note: Review of permit applications occur in the order they are received and may take up to 30 days. Any application submitted within 30 days of the anticipated start date for a sign cannot be guaranteed approval. Permit fees may be found at www.avongov.org on the Building Department page. Any sign located within any Right-of-Way may be removed by the Town. Sign Regulations may be found in Chapter 18 of the Avon Zoning Ordinance.**