

City of Hailey – Portable Sign Permit Renewal Application

Submittal Date: ____/____/____

CONTACT INFORMATION:

Name of Business: _____

Street Address of Property: _____

Name of Business Owner: _____

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

Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____

Email Address: _____

RENEWAL:

Fees: Annual renewal and inspection fee for portable sign in public right-of-way..... \$50.00

Have there been any changes to your sign design or the location as described in your original application?

No _____ Please fill out only the CONTACT INFORMATION and RENEWAL sections of the application and drop off or mail this application with the \$50 renewal fee in the enclosed envelope to City Hall.

Yes _____ Please complete and submit the SIGN CHANGES section of this application and the signage worksheet on the second page of this application, and submit along with the \$50 renewal fee and drop off or mail in the enclosed envelope to City Hall.

Please remember to remove your portable sign from the public right-of-way after business hours; taking your sign in after hours helps to keep your sign in good condition and helps prevent hazards to pedestrians (your potential customers), especially in the winter. We appreciate your cooperation with this request.

Signature of Business Owner or Representative: _____

SIGN CHANGES:

If changes have been made to any of the following items, documentation **MUST BE submitted** detailing the change (if no changes have been made to the sign permit you do not need to fill out this section):

- _____ A site plan drawn to scale which specifies: the linear footage of building frontage on the primary facade, the location of the sign structure, or drawings which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.
- _____ Colored rendering or scaled drawing including: color samples, dimensions of all sign faces, descriptions of materials to be used, and manner of construction and method of attachment. For portable signs, method of weighting or anchoring of sign.
- _____ For portable signs to be located within the public right-of-way, a site plan drawn to scale which specifies the right-of-way, the adjacent property, and the preferred location of the proposed portable sign.
- _____ A lighting plan for the sign, if applicable.
- _____ A copy of a State of Idaho Electrical Installation Permit for any internally lit or neon sign.
- _____ Signage worksheet (on the reverse side of this application).

See Section 8.2 of the Hailey Zoning Ordinance. Complete sign permit applications will be reviewed by the Planning Staff within ten days of the receipt of the complete application and the application fee and either approved, denied, or returned with requested modifications. Any interested party may appeal in writing any final decision of the Administrator to the Commission by filing an appeal with the Administrator within ten (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the ten (15) day period, the decision shall be deemed final.

City Use Only -
Certified Compete by: _____ Date: ____/____/____

City of Hailey - Signage Worksheet

(Please complete this worksheet if there have been changes to the size of any sign(s).)

MAXIMUM SIGNAGE ALLOWANCE per building

Building frontage = _____ linear feet x 2 = _____ Allowance Total: _____ sq. ft.

(Any building with only one unit or businesses shall not exceed 75 sq. ft. of signage, regardless of the building frontage)

EXISTING SIGNAGE ON BUILDING:

Total Existing: _____ sq. ft

(Be sure to count any signage if there are multiple tenants in the bldg.)

Allowance Balance: _____ sq. ft

WALL

Area allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft. Area Proposed: _____ sq. ft

(Façade area = side of bldg. where sign will be located)

2nd WALL, if applicable

Area allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft. Area Proposed: _____ sq. ft

(Façade area = side of bldg. where sign will be located)

HANGING

Area Allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft. Area Proposed: _____ sq. ft

Ground clearance: _____ feet (8 ft minimum)

PROJECTING

Area Allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft. Area Proposed: _____ sq. ft

Extension from building surface: _____ feet (4 ft maximum)

Ground clearance: _____ feet (8 ft minimum)

FREESTANDING – one allowed per principle building

Area Allowed: 24 sq. ft. max per side if perpendicular, 24 sq. ft. if parallel Area Proposed: _____ sq. ft

Height of sign: _____ feet (12 ft maximum height)

PORTABLE – one per business or building unit

Area Allowed: Maximum 3 ft. in height and 2 ft. in width Area Proposed: _____ sq. ft

AWNING

Area Allowed: Copy area is limited to the valance of the awning Area Proposed: _____ sq. ft

WINDOW

Area Allowed: Area of window = _____ sq. ft. x 50% = _____ sq. ft. Area Proposed: _____ sq. ft

(No more than 50% of any window may be covered)

TOTAL SIGNAGE PROPOSED

Total Area Proposed: _____ sq. ft

CITY USE ONLY:

TOTAL SIGNAGE REMAINING FOR: UNIT _____ sq. ft. AND/OR BUILDING _____ sq. ft.

Portable Sign Permit Renewal – 6/22/10